ORGANIZATION OF THE GOVERNMENT OF ALBERTA

NOVEMBER, 1983

Alberta

GOVERNMENT OF ALBERTA
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The organization charts and functional statements included herein have been presented as submitted by departments and agencies of the Government of Alberta.

The date on the cover represents the publishing date of the book, and does not in any manner represent the effective date of the organizations. Individual charts, however, show implementation dates or the date of receipt of the charts by Alberta Treasury.

Alberta
TREASURY

November, 1983

This manual has been prepared by Alberta Treasury on behalf of the Executive Council Office.

Additional copies may be obtained by contacting:

Alberta Treasury
Administrative Services
423 Terrace Building
9515 - 107 Street
Edmonton, Alberta
T5K 2C3
Tel: 403/427-3072

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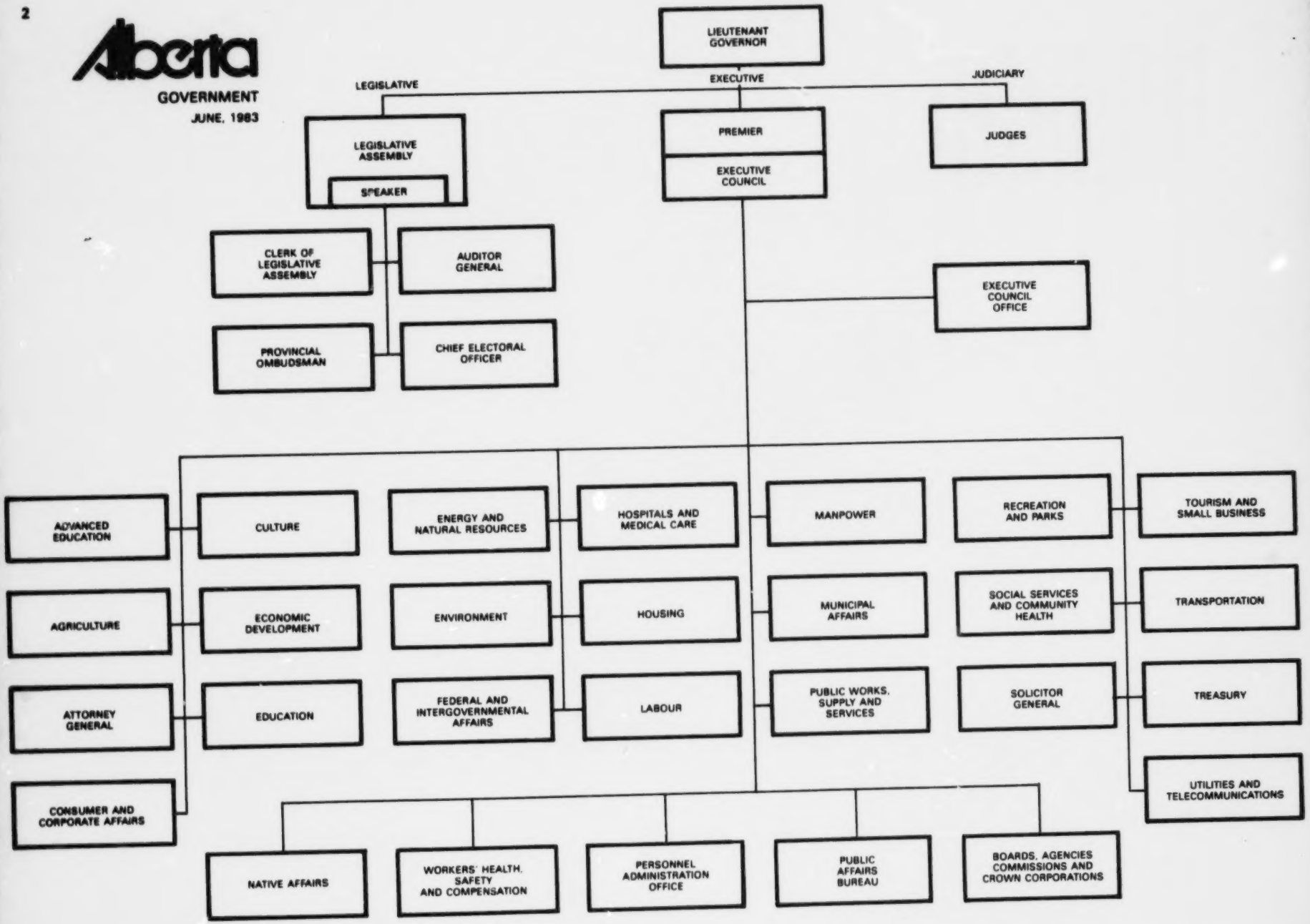
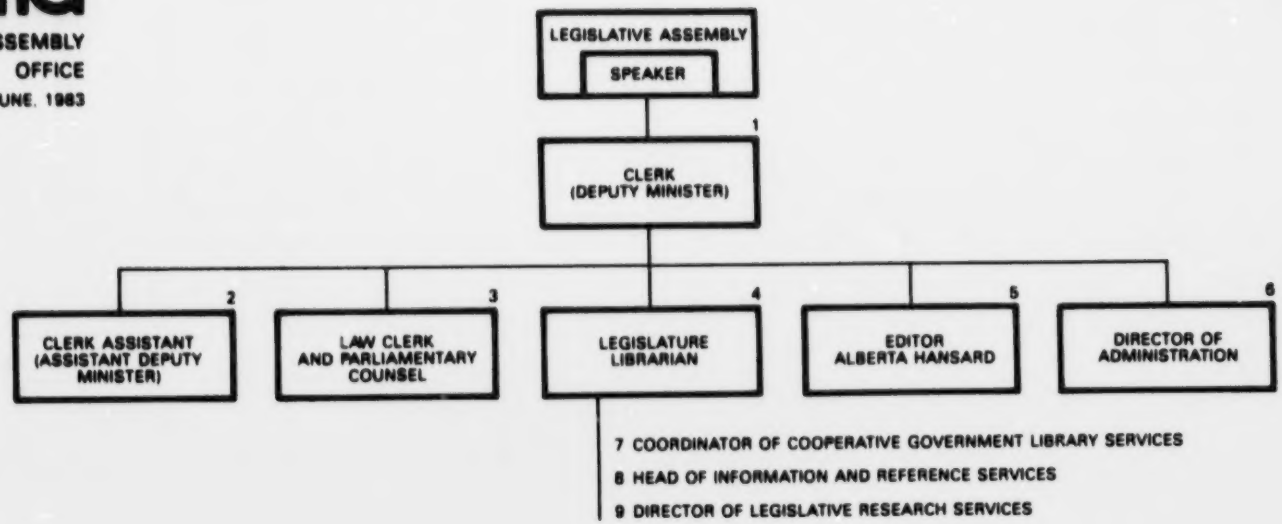
Alberta GOVERNMENT

JUNE, 1983



Alberta

LEGISLATIVE ASSEMBLY
OFFICE
JUNE, 1983



1 CLERK (DEPUTY MINISTER) — Under direction of the Speaker, supervises the services provided to Members of the Legislative Assembly, and maintains custody and directs distribution of all documents related to the Assembly.

2 CLERK ASSISTANT (ASSISTANT DEPUTY MINISTER) — Substitutes for Clerk as required and assists in all phases of Clerk's responsibilities, is Clerk of Committees of the Legislative Assembly, Senior Financial Officer and Legislative Assembly Records Officer.

3 LAW CLERK AND PARLIAMENTARY COUNSEL — Provides legal advice on legislature matters to all Members and the Clerks, acts as Speaker's Counsel, drafts Private Members' Bills, and acts as legal advisor to Assembly, committees, Chief Electoral Officer, Ombudsman and Auditor General.

4 LEGISLATURE LIBRARIAN — Provides parliamentary library services for the Province of Alberta, technical counsel concerning the development of provincial government special library operations, and coordinates a number of cooperative programs which have been established among provincial government libraries.

5 EDITOR, ALBERTA HANSARD — Supervises the operation of the Hansard Section of the Legislative Assembly Office, maintaining an organizational structure designed to ensure that the following services are provided to the Assembly: the publication of Alberta Hansard in accordance with related requirements outlined in Standing Orders and Forms of Proceedings, as interpreted by the Speaker, and, on request, the recording and transcription of meetings of subcommittees of the Whole House, Standing and Special Committees of the Assembly, and of related legislative groups.

6 DIRECTOR OF ADMINISTRATION — Implements personnel, accounting and logistic programs in support of the Assembly. Assists in the coordination of the annual estimates of expenditure. Administers special programs relative to all Members of the Legislative Assembly.

7 COORDINATOR OF COOPERATIVE GOVERNMENT LIBRARY SERVICES — Provides technical counsel concerning the development of provincial government special library operations and coordinates a number of cooperative programs which have been established among provincial government libraries.

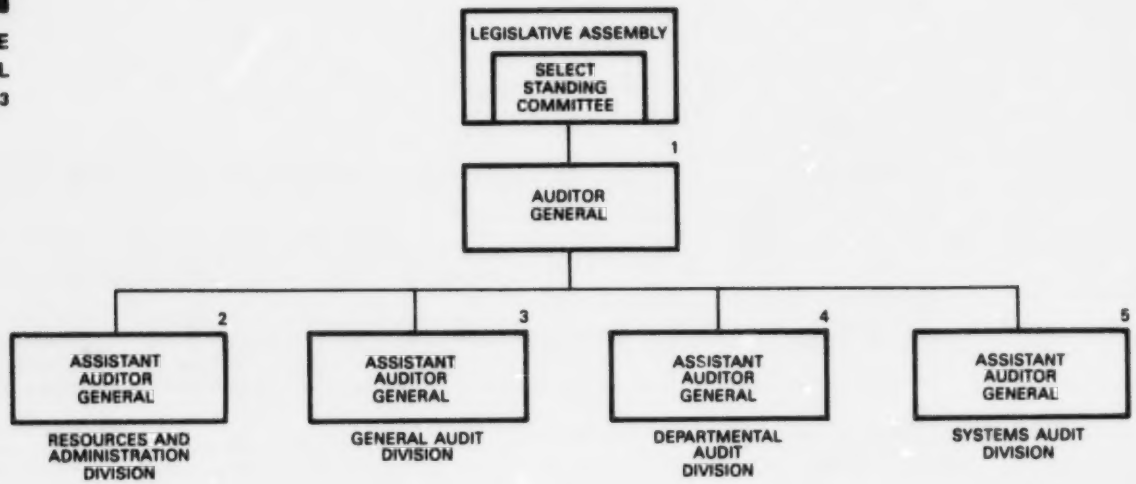
8 HEAD OF INFORMATION AND REFERENCE SERVICES — Directs the Legislature Library's information and reference services for Members of the Legislative Assembly, the provincial civil service and other types of library user.

9 DIRECTOR OF LEGISLATIVE RESEARCH SERVICES — Directs the Legislature Library's research services for Members of the Legislative Assembly, Legislative committees and senior Assembly officers.

Alberta

OFFICE OF THE
AUDITOR GENERAL

JUNE, 1983



1 AUDITOR GENERAL — Responsible for conducting audits in accordance with the requirements of the Auditor General Act on behalf of the legislature and reporting thereon in accordance with sections 18, 19, 20 and 28 of the Act. By statute the Auditor General is the auditor of every department, revolving fund and provincial agency, additionally with the approval of the Select Standing Committee on Legislative Offices, he may be appointed as auditor of any other organization or body by such an organization or body. Associated responsibilities include the management of a professional audit staff, the formulation, development and application of advanced auditing policies and procedures covering the auditing of financial statements and accounting and management control systems and the provision upon request of advice concerning systems, organizational matters and proposed courses of action.

2 ASSISTANT AUDITOR GENERAL, RESOURCES AND ADMINISTRATION DIVISION — Responsible for providing the office with professional and administrative resource services including the establishment and documentation of practice standards, developing and implementing programs of professional development and maintaining quality control.

3 ASSISTANT AUDITOR GENERAL, GENERAL AUDIT DIVISION — Responsible for the audit work of the office with respect to all provincial agencies, revolving funds and regulated funds, as well as other organizations and bodies which have appointed the Auditor General as auditor.

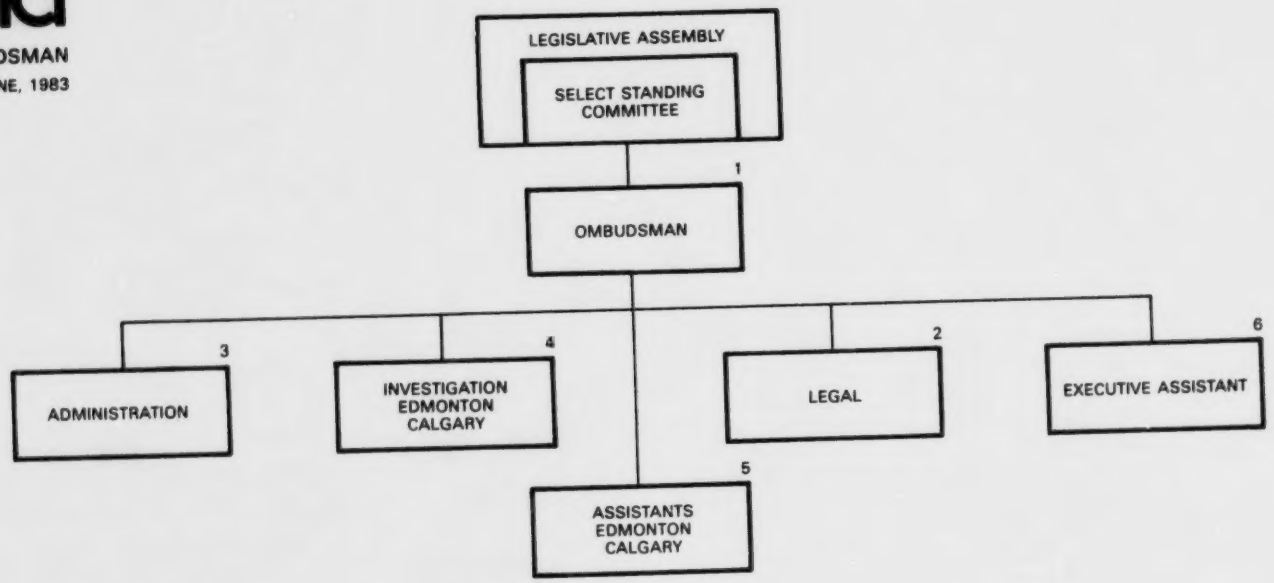
4 ASSISTANT AUDITOR GENERAL, DEPARTMENTAL AUDIT DIVISION — Responsible for the concurrent and post audit work of the office with respect to all departments and the Public Accounts of the Province.

5 ASSISTANT AUDITOR GENERAL, SYSTEMS AUDIT DIVISION — Responsible for the development and formulation of policy and procedures for EDP and management control systems audits, and the provision of EDP and management control systems' audit resources to support the application of such policy and procedures in the audit work of the office.

Alberta

OFFICE OF THE OMBUDSMAN

JUNE, 1983



1 OMBUDSMAN — Investigates complaints of individuals or groups relating to decisions, recommendations, acts or omissions of the provincial government alleged to be unlawful, unjust, or wrong, and reports thereon to the legislature and the complainant.

2 LEGAL — Provides legal advice and assistance to the Ombudsman, conducts investigations, and acts for the Ombudsman in administrative matters in his absence.

3 ADMINISTRATION — Provides administrative and support services to the Ombudsman's office at his direction, and conducts investigations as assigned by the Ombudsman.

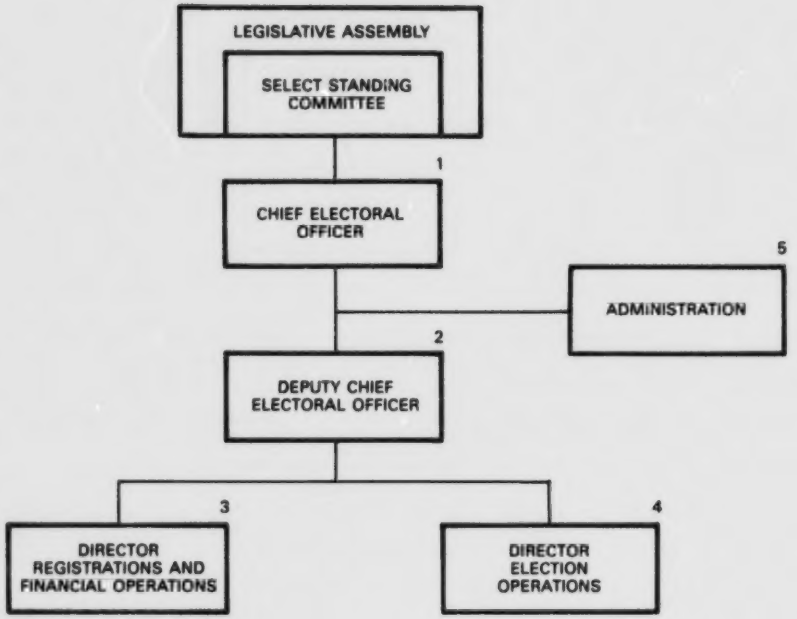
4 INVESTIGATION — Conducts investigations as assigned by the Ombudsman and acts in a consultative capacity.

5 ASSISTANTS — At the direction of the Ombudsman, investigate, report and recommend on matters accepted by the Ombudsman for review.

6 EXECUTIVE ASSISTANT — Acts as coordinator for the Ombudsman's activities including such items as preparing and coordinating briefing material, contact with the news media and annual reports, conducts research into legislation concerning matters within the purview of the Ombudsman, and maintains computer program and related duties.

Alberta

OFFICE OF THE
CHIEF ELECTORAL OFFICER
JUNE, 1983



1 CHIEF ELECTORAL OFFICER — An officer of the legislature reporting to the Legislative Assembly through the Office of the Speaker, the Chief Electoral Officer is responsible for the administration of the Election Act and the Election Finances and Contributions Disclosure Act, for all provincial general elections, by-elections, plebiscites when directed, and general or special enumerations in accordance with the Election Act, for ensuring that the provisions of the Election Finances and Contributions Disclosure Act concerning registrations, contributions, disclosure, and financial reporting are complied with by all provincial political organizations, for providing the required administrative and operational support to Returning Officers and election and enumeration staffs, for ensuring the maintenance of an up-to-date List of Electors as required by the act, for providing access for the public to all documents filed with the office by provincial political organizations at all levels, and for reviewing the electoral and enumeration process and reporting to the Legislative Assembly annually concerning the operation of the Chief Electoral Office, including recommendations concerning procedures to promote economy, efficiency and increased service to electors, candidates and political organizations.

2 DEPUTY CHIEF ELECTORAL OFFICER — Acts as the Chief Electoral Officer during his absence, is responsible for providing professional guidance to the Chief Electoral Officer and his senior staff in all complex financial and administrative matters, conducts all initial examinations and enquiries directed by the Chief Electoral Officer pursuant to section 4 of the Election Finances and Contributions Disclosure Act, finalizes all required reports under the Election Act and the Election Finances and Contributions Disclosure Act for submission to the Speaker of the Legislative Assembly and all draft amendments to these statutes, and manages the requirements of the Election Finances and Contributions Disclosure Act and the Election Act, coordinating the application of both Acts with the Director of Election Operations and the Director of Registrations and Financial Operations.

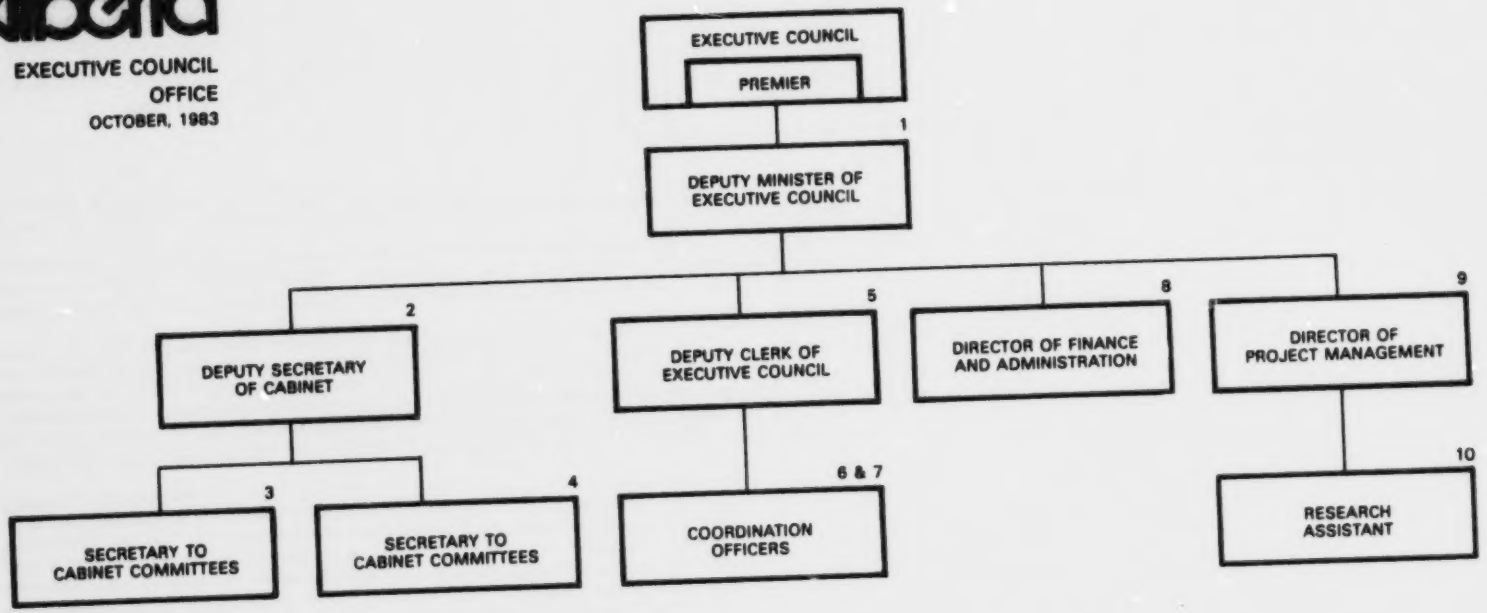
3 DIRECTOR, REGISTRATIONS AND FINANCIAL OPERATIONS — Administers the requirements of the Election Finances and Contributions Disclosure Act, submits recommendations for improvements concerning the administration and operation of the act to the Deputy Chief Electoral Officer as required, manages and maintains the Register of Political Organizations within the province, and maintains required budgetary procedures for the budget of the office.

4 DIRECTOR, ELECTION OPERATIONS — Responsible for the provision of all required support to election staffs in accordance with the Election Act, for conducting all general and special enumerations, elections and plebiscites.

5 ADMINISTRATION — Provides administrative and personnel support services for the Office of the Chief Electoral Officer.

Alberta

EXECUTIVE COUNCIL
OFFICE
OCTOBER, 1983



1 DEPUTY MINISTER OF EXECUTIVE COUNCIL — Responsible to the Premier for the implementation of Cabinet decisions through the public service and for the coordination of Government departments and agencies. As the Secretary of Cabinet, provides a system of support services to Executive Council.

2 DEPUTY SECRETARY OF CABINET — Responsible to the Deputy Minister of Executive Council for scheduling and coordination of Cabinet and Cabinet committees, supervision of the Cabinet committee secretaries, and completion of special assignments related to matters arising from Cabinet and the Priorities, Finance and Coordination Committee. Serves as the Secretary of the Priorities Committee, the Energy Committee and the Metropolitan Affairs Committee of Cabinet.

3 SECRETARY TO CABINET COMMITTEES — Reporting to the Deputy Secretary of Cabinet, provides support services to the Social Planning Committee, the Labour Relations Committee, and selected special committees of Cabinet.

4 SECRETARY TO CABINET COMMITTEES — Reporting to the Deputy Secretary of Cabinet, provides support services to the Economic Planning and Resource Development Committee, the Rural Development Committee, the Legislative Review Committee, and selected special committees of Cabinet.

5 DEPUTY CLERK OF EXECUTIVE COUNCIL — Reporting to the Deputy Minister of Executive Council, the Deputy Clerk is responsible for the Cabinet document support system and the para-legal operations of Executive Council including the legislative system and Orders in Council, provides assistance to the Government House Leader, and maintains Cabinet liaison with the offices of the Lieutenant Governor, the Speaker and the Clerk of the Legislative Assembly.

6 COORDINATION OFFICERS — Reporting to the Deputy Clerk of Executive
& Council, are responsible for the assembly, storage and distribution of Cabinet
7 documents and the provision of an administrative coordination service involving the itineraries and public appearances of Cabinet ministers.

8 DIRECTOR OF FINANCE AND ADMINISTRATION — Reporting to the Deputy Minister, is responsible for the financial and personnel administration requirements of Executive Council and the Office of the Premier and for providing support services to the Management Policy Committee of Cabinet, the Management Policy Advisory Committee, and the Advisory Committee on Loans and Guarantees.

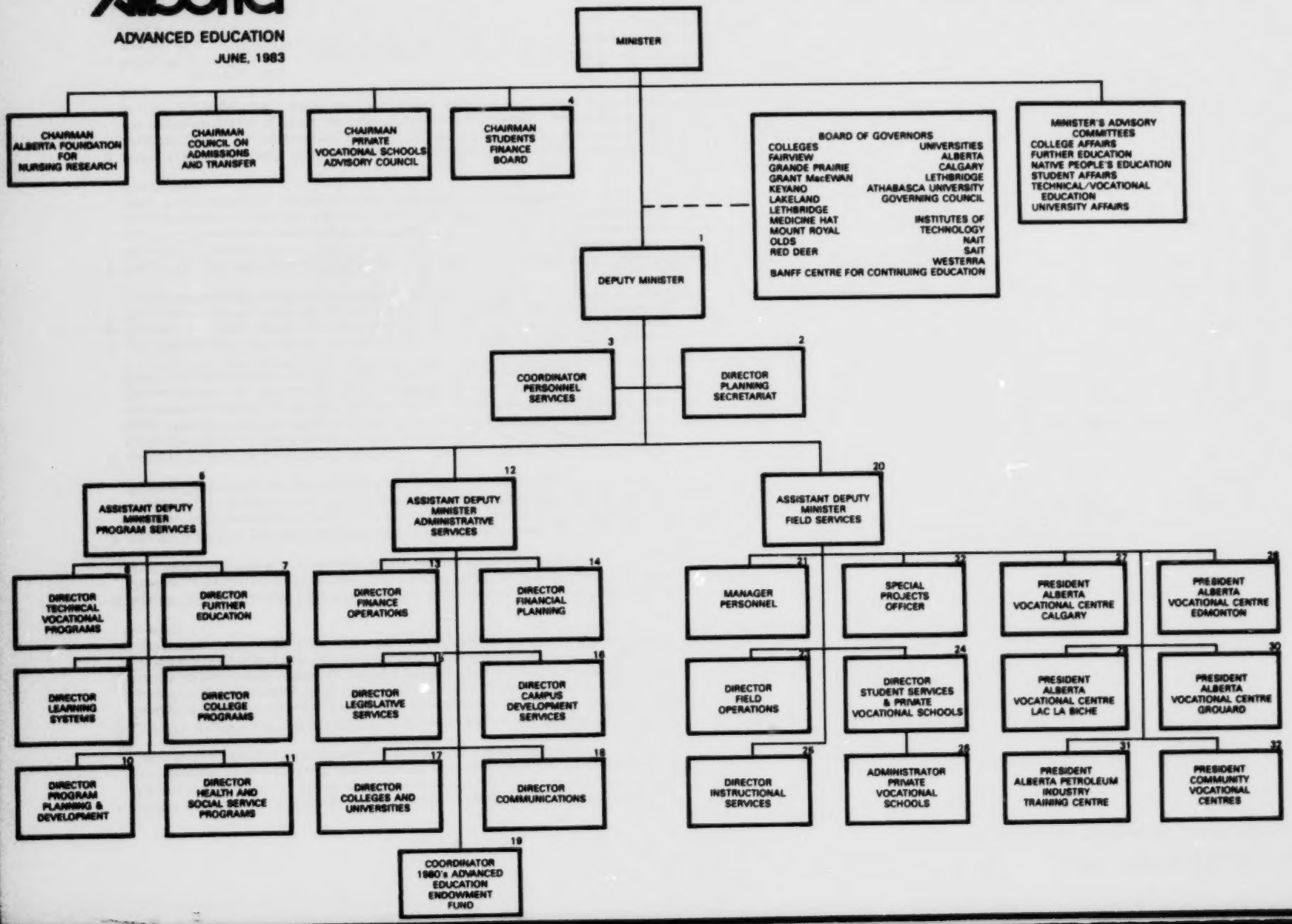
9 DIRECTOR OF PROJECT MANAGEMENT — Reporting to the Deputy Minister, is responsible for coordination activities on behalf of Executive Council, monitors the implementation of particular Cabinet decisions, provides a consultative and project management capability to Cabinet and Cabinet committees, and administers various task forces and study teams.

10 RESEARCH ASSISTANT — Performs research and analysis, and assists in the execution of various projects and activities assigned to the Project Management Division.

Alberta

ADVANCED EDUCATION

JUNE, 1983



1 DEPUTY MINISTER — Administers, coordinates and controls department activities including program, administrative and institutional functions.

2 DIRECTOR, PLANNING SECRETARIAT — Responsible for development of conceptual and strategic plans, forecasting, research and analysis of policy alternatives.

3 COORDINATOR, PERSONNEL SERVICES — Responsible for planning, development and coordination of personnel services for the department.

4 CHAIRMAN, STUDENTS FINANCE BOARD — Responsible directly to the minister for the administration of Students Finance Board and as an advisor on student support matters.

5 ASSISTANT DEPUTY MINISTER, PROGRAM SERVICES — Responsible for program services including program coordination, assessment, approval, termination, allocation, follow-up and evaluation, instructional modes and educational technology development, further education, and programs related to health and social services manpower.

6 DIRECTOR, TECHNICAL/VOCATIONAL PROGRAMS — Responsible for program coordination and development activities relating to programs for meeting training and educational needs in engineering, computing and the natural sciences and related technologies, and for planning and development activities related to the technical training of apprentices.

7 DIRECTOR, FURTHER EDUCATION — Responsible for facilitating the provision of coordinated further education learning opportunities for adult Albertans, and for providing leadership and consultation to the network of Further Education Councils and their members.

8 DIRECTOR, LEARNING SYSTEMS — Responsible for developing and implementing policy/positions regarding the use of advanced technology for program delivery; for establishing a program of planning and development pertaining thereto; and for providing leadership, advice and assistance to the users of educational technologies.

9 DIRECTOR, COLLEGE PROGRAMS — Responsible for program development in public colleges and, to a large extent, in universities; for the coordination of program development between the colleges and universities; for post-secondary bilingual programming in Alberta; and for policy development in these regards.

10 DIRECTOR, PROGRAM PLANNING AND DEVELOPMENT — Responsible for long term institutional and program development activities of the department; providing leadership and direction for community consortia and innovative projects; assisting with financial decisions relating to program development, implementation and follow-up; and for policy development in these regards.

11 DIRECTOR, HEALTH AND SOCIAL SERVICE PROGRAMS — Responsible for program coordination and development activities related to educational programs in health and social service occupations; and for joint planning with service sector employers to meet manpower requirements.

12 ASSISTANT DEPUTY MINISTER, ADMINISTRATIVE SERVICES — Responsible for administrative services including operations, planning, review and approval of operating and capital finance, campus development, administrative services to institutions, and the department communications services.

13 DIRECTOR, FINANCE OPERATIONS — Responsible for directing, monitoring, and controlling financial transactions of both the provincially administered institutions and the department and for providing administrative services to the department.

14 DIRECTOR, FINANCIAL PLANNING — Responsible for the development of policies, guidelines and procedures related to financial planning and budgeting for the department, including support to advanced education institutions, and for the coordination of systems development throughout the department.

15 DIRECTOR, LEGISLATIVE SERVICES — Responsible for coordinating services related to legal and legislative aspects of department operations, and for the monitoring of the implementation of these policies and programs as well as policies respecting professions and occupations and extension of services to Treaty Indians.

16 DIRECTOR, CAMPUS DEVELOPMENT SERVICES — Responsible for planning, review, approvals and policy development in the capital planning and programming areas, coordinating campus development of provincially administered institutions, and assisting with capital resource allocation decisions.

17 DIRECTOR, COLLEGES AND UNIVERSITIES — Responsible for providing administrative services to, and maintaining liaison with, institutions governed by boards of governors, and for coordinating those aspects of institutional administration which are affected by the department.

18 DIRECTOR, COMMUNICATIONS — Responsible for directing all public relations, advertising, information services, printing and related requirements of the department.

19 COORDINATOR, ENDOWMENT FUND — Responsible for the administration of the 1980s Advanced Education Endowment Fund.

20 ASSISTANT DEPUTY MINISTER, FIELD SERVICES — Responsible for leadership and policy direction required in the management of a number of institutions and agencies providing educational services to citizens throughout Alberta.

21 MANAGER, FIELD SERVICES PERSONNEL — Responsible for the management of personnel services which are provided to employees in those institutions and branches which come under the direction and leadership of the Assistant Deputy Minister, Field Services Division.

22 SPECIAL PROJECTS OFFICER — Responsible to undertake or assist in a variety of projects that are of special interest to the provincially administered institutions.

23 DIRECTOR, FIELD OPERATIONS — Responsible for general policy development and maintenance of the administrative systems required in the Field Services Division.

24 DIRECTOR, STUDENT SERVICES AND PRIVATE VOCATIONAL SCHOOLS — Responsible for assisting in the development and implementation of student services activities in the provincially administered institutions, and for policy development, licensing, monitoring and overall coordination of the private

vocational school sector in the province.

25 DIRECTOR, INSTRUCTIONAL SERVICES — Responsible for leadership in the development of the instructional programs and services in provincially administered institutions and divisional operations located throughout the province.

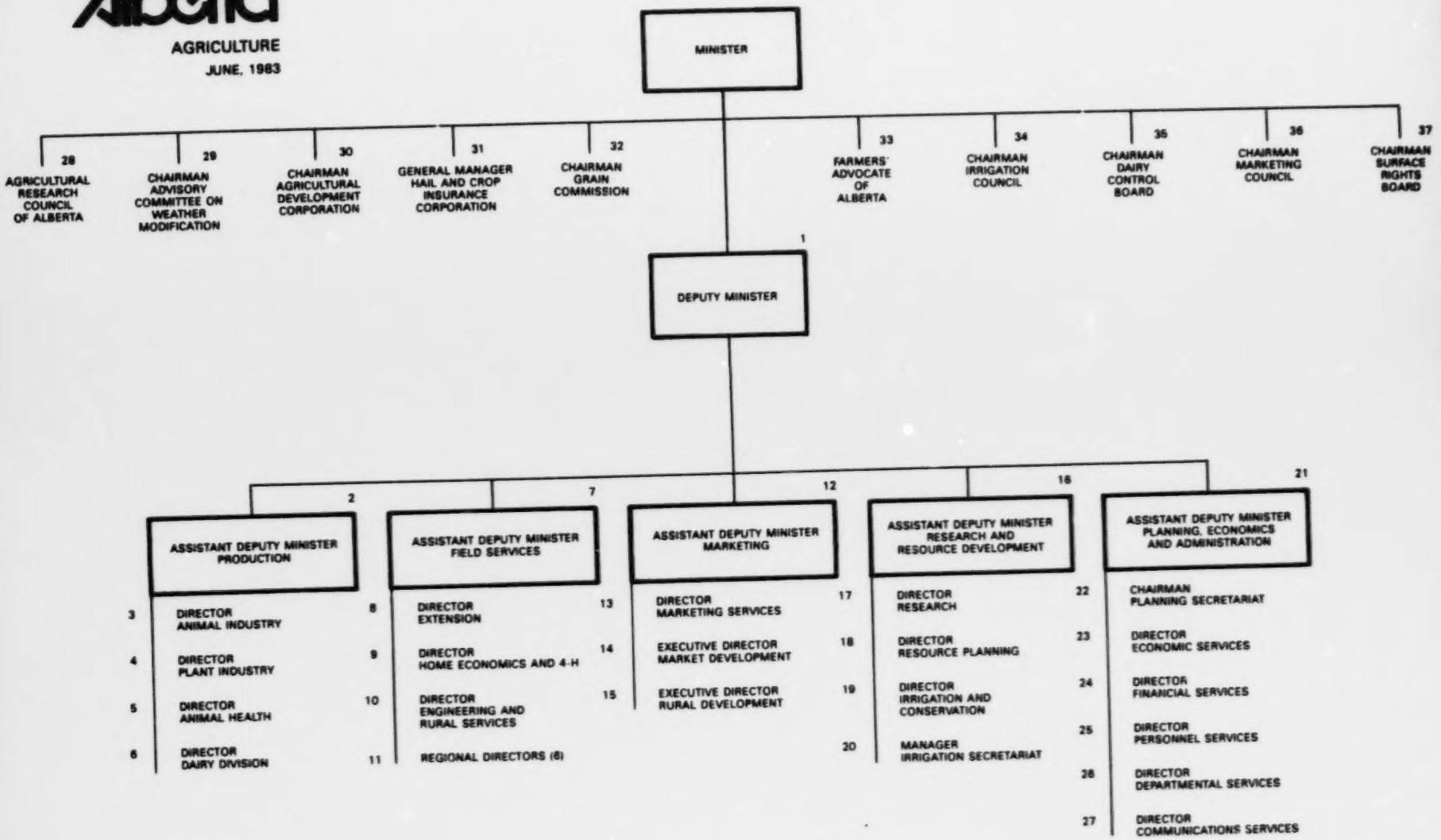
26 ADMINISTRATOR, PRIVATE VOCATIONAL SCHOOLS — Responsible for the administration of the Vocational Schools Act through monitoring and assisting private adult vocational schools.

27 to 32 PRESIDENTS, VOCATIONAL CENTRES, COMMUNITY VOCATIONAL CENTRES AND THE ALBERTA PETROLEUM INDUSTRY TRAINING CENTRE — Administer educational institutions offering academic upgrading, English language, technical, vocational and continuing education training for adult Albertans.

Alberta

AGRICULTURE

JUNE, 1983



1 DEPUTY MINISTER — Recommends, implements and expedites policies and programs through the administration, coordination and control of the department's functions to aid in the increased economic viability of the agriculture industry.

2 ASSISTANT DEPUTY MINISTER, PRODUCTION — Responsible for the development and implemention of policies which maximize the use of Alberta's agricultural resources and provide an acceptable economic return to the individual producer.

3 DIRECTOR, ANIMAL INDUSTRY — Coordinates and directs the orderly development, administration, and regulation of programs and policies designed to maximize production of animals and animal products, compatible with the total Alberta agricultural resource potential.

4 DIRECTOR, PLANT INDUSTRY — Directs and coordinates policies and programs which facilitate crop production. These programs include horticulture and field crop research and extension, weed and pest control, soils management and laboratory service and the farm shelter belt project.

5 DIRECTOR, ANIMAL HEALTH -- Coordinates policies and directs programs designed to reduce disease losses in livestock and wildlife by providing effective preventive and clinical veterinary services, and to provide safe, wholesome animal foods for humans and minimize risk from disease transmitted from animals to man.

6 DIRECTOR, DAIRY DIVISION — Coordinates and directs the orderly development, administration and regulation of programs and policies designed to maximize production and returns to the dairy industry compatible with the total Alberta agricultural resource potential.

7 ASSISTANT DEPUTY MINISTER, FIELD SERVICES — Responsible for the department's Field Services sector, including each of the six administrative regions, the Home Economics and 4-H Division, the Engineering-Rural Services Division and the Extension Division.

8 DIRECTOR, EXTENSION — Administers the department's Farm Law Extension program, Leadership Development program and Green Certificate Farm Training program.

9 DIRECTOR, HOME ECONOMICS AND 4-H — Administers programs for the division and recommends policy and short and long term planning in Home Economics and 4-H programs.

10 DIRECTOR, ENGINEERING AND RURAL SERVICES — Administers programs of the division and plans and develops new programs.

11 REGIONAL DIRECTORS — Administer the delivery of the department's technology transfer programs and other special services and programs to farmers and farm families, ensuring that their information needs are adequately met. This group includes the District Agriculturist service and various Regional Specialists.

12 ASSISTANT DEPUTY MINISTER, MARKETING — Through the administration and coordination of the Market Development Division, Marketing Services Division and the Rural Development program, ensures the implementation of policies and programs that optimize returns from market opportunities to Alberta's agriculture and food industries.

13 DIRECTOR, MARKETING SERVICES — Provides support and coordination to the growth and development of Alberta's commodity, food, feed and beverage industry through access to human, technical and financial resources capable of supporting the industry's commodity development, processing, business analysis and laboratory service requirements.

14 EXECUTIVE DIRECTOR, MARKET DEVELOPMENT — Develops, coordinates and implements services and support policies and programs to optimize the development and penetration of markets in Alberta, Canada, the U.S.A. and abroad for agricultural commodities, processed food and feed products and technical services.

15 EXECUTIVE DIRECTOR, RURAL DEVELOPMENT — Administers federal/provincial cost sharing processing development programs.

16 ASSISTANT DEPUTY MINISTER, RESEARCH AND RESOURCE DEVELOPMENT — Ensures continung development and availability of new technology and conservation and management of the agricultural base and water resource to the long term advantage of agriculture.

17 DIRECTOR, RESEARCH — Provides financial assistance and administrative support for general departmental research programs and the weather modification programs.

18 DIRECTOR, RESOURCE PLANNING — Responsible for coordinating Alberta Agriculture's policy on water and land use, providing support to the Irrigation Council of Alberta and forming general guidelines for land classification. Among its responsibilities is to generate information or data bases pertinent to the new emphasis being shown by Alberta Agriculture on water and land use development.

19 DIRECTOR, IRRIGATION AND CONSERVATION — Provides technical services to farmers and irrigation districts in the planning and management of irrigation systems, water supplies and conservation and development of land and water resources.

20 MANAGER, IRRIGATION SECRETARIAT — Provides administrative management and support to irrigation policy and programs for irrigation districts.

21 ASSISTANT DEPUTY MINISTER, PLANNING, ECONOMICS AND ADMINISTRATION — Directs the provision of planning, economic, statistical and analytic assistance and the performance of administrative services in support of producers, agri-business and the department.

22 CHAIRMAN, PLANNING SECRETARIAT — Communicates with all segments of the agricultural industry and other governments, formulates policy alternatives, designs implementation strategy, and evaluates effectiveness related to viability of the Alberta agricultural industry.

23 DIRECTOR, ECONOMIC SERVICES — Provides the department and the agricultural sector with applied agricultural economics services consisting of economic analysis for business and market development, production cost studies, business operation, management advice, economic research and agricultural statistics.

24 DIRECTOR, FINANCIAL SERVICES — Provides administrative supervision for functions of the Budget and Accounts Branches, including responsibility for all revenues and expenditures, and provides financial planning advice to aid line management in achieving its operating objectives.

25 DIRECTOR, PERSONNEL SERVICES — Develops and administers a personnel program to advise, assist and control personnel plans and transactions to aid line management in achieving its operating objectives.

26 DIRECTOR, DEPARTMENTAL SERVICES — Responsible for central services including space, vehicles, telephones, photocopiers; processing orders in council, ministerial orders and legislative changes; has direct supervision over Computer Services Branch, Library and Records management.

27 DIRECTOR, COMMUNICATIONS SERVICES — Responsible for the development, planning, organization, and evaluation of Alberta Agriculture's communication programs, including print media, broadcast media and home study.

28 AGRICULTURAL RESEARCH COUNCIL OF ALBERTA — Advises the Minister of Agriculture on the operation of the Farming for the Future Agricultural Research program. Assesses, reviews and implements specific research and demonstration projects, provides a forum for discussion of policy and program areas of relevance to Alberta's agricultural research needs.

29 CHAIRMAN, ADVISORY COMMITTEE ON WEATHER MODIFICATION — Responsible for administering research and commercial weather modification projects.

30 CHAIRMAN, AGRICULTURAL DEVELOPMENT CORPORATION — Provides short and long term credit through loans and guarantees to enhance the quality of life in rural Alberta.

31 GENERAL MANAGER, HAIL AND CROP INSURANCE CORPORATION — Makes hail insurance coverage of field crops available to producers throughout Alberta. The corporation administers the Canada/Alberta Crop Insurance program providing crop insurance for cereals, oilseeds and forage crops.

32 CHAIRMAN, GRAIN COMMISSION — Provides continuous review of all facets of the grain and oilseeds industry in Alberta for purposes of recommending policy.

33 FARMERS' ADVOCATE OF ALBERTA — Acts as an ombudsman to any Alberta farmer who may feel his rights have been violated.

34 CHAIRMAN, IRRIGATION COUNCIL — Formulates irrigation policy and programs for irrigation districts.

35 CHAIRMAN, DAIRY CONTROL BOARD — Administers the Alberta Dairy Board Act which provides regulation of the dairy industry, and the Milk Pricing Regulation of the Public Utilities Board, including the Alberta Plan for Milk Market Sharing which is part of a Canadian comprehensive plan for milk marketing.

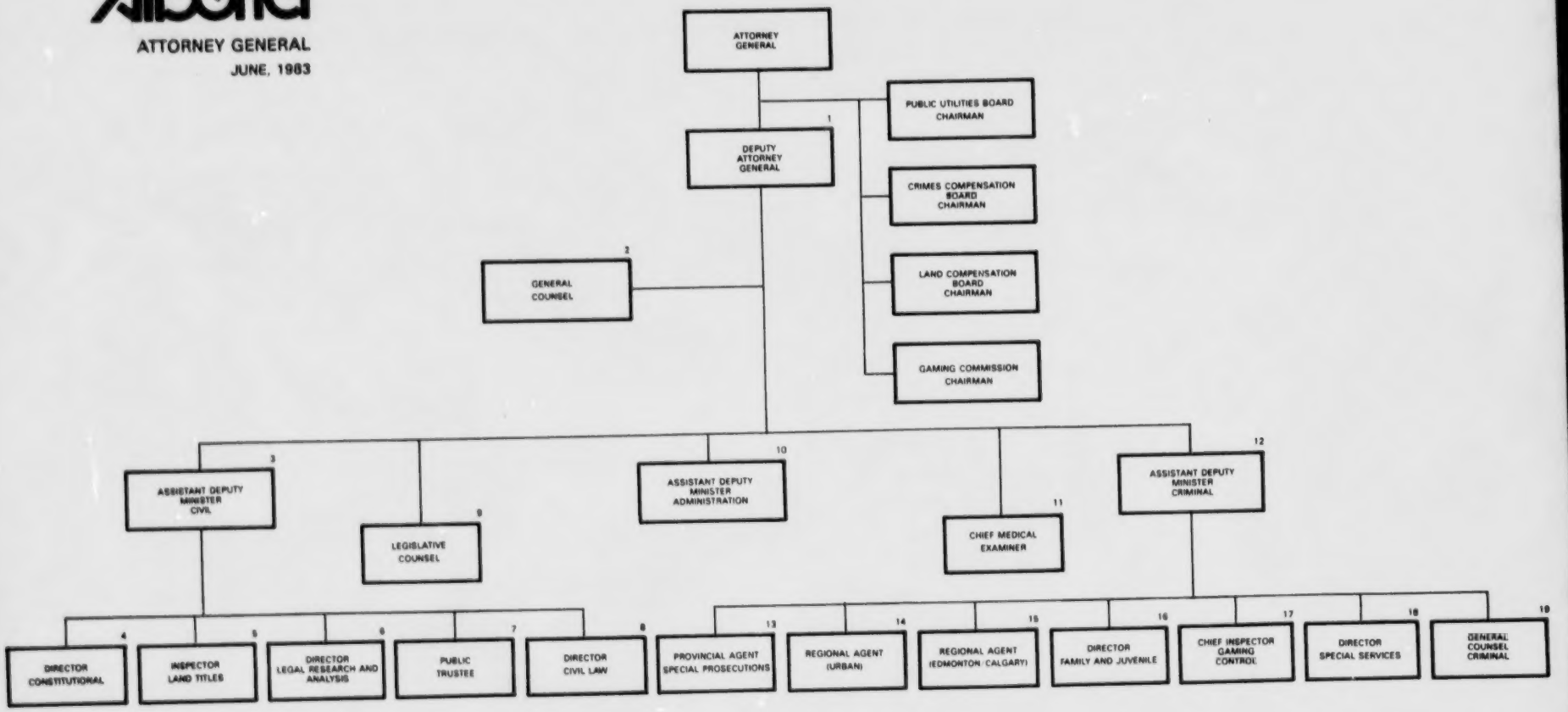
36 CHAIRMAN, MARKETING COUNCIL — Provides assistance, advice and support to marketing boards and commissions as council delegates powers under the Marketing Agricultural Products Act to boards and commissions to accomplish their stated objectives.

37 CHAIRMAN, SURFACE RIGHTS BOARD — Responsible for administration of the Surface Rights Act and Part 2 of the Expropriation Procedure Act, initiates and implements board policies, initiates legislative changes and formulates rules of procedure.

Alberta

ATTORNEY GENERAL

JUNE, 1983



1 DEPUTY ATTORNEY GENERAL — Advises the Attorney General respecting his duties and responsibilities as the senior law officer of the Crown, which includes the provision of legal services to Executive Council, departments, boards, agencies and commissions, the provision of prosecutorial services on behalf of the Crown, and the delivery of other major programs such as Land Titles, Public Trustee, Personal Property Registration, Medical Examiner's Office and the operations of all administrative support functions.

2 GENERAL COUNSEL — Responsible for the provision of complex legal advice and opinions to the Deputy Attorney General, the Attorney General, and the Cabinet. Is frequently called upon to personally represent the government in sensitive issues which go before the courts.

3 ASSISTANT DEPUTY MINISTER, CIVIL — Responsible for the coordination of legal services to the Attorney General and all departments in the areas of civil law, constitutional law, legal research and analysis; also has administrative responsibilities for Public Trustee and Inspector, Land Titles.

4 DIRECTOR, CONSTITUTIONAL LAW — Acts as legal counsel to the Attorney General and provides legal services to all departments and some agencies of the government in matters pertaining to constitutional law.

5 INSPECTOR, LAND TITLES — Responsible for and provides advice concerning registration and search services relating to documents affecting titles to patented land.

6 DIRECTOR, LEGAL RESEARCH AND ANALYSIS — Provides to the Attorney General and Deputy Attorney General services relating to legal research, analysis and advice on matters concerning law reform and legal policy requirements.

7 PUBLIC TRUSTEE — Provides trust services to protect the assets and financial interest of estates of children under 18, missing persons, the physically or mentally incapable and of persons who die intestate.

8 DIRECTOR, CIVIL LAW — Acts as legal counsel to the Attorney General and provides legal services to all departments and some agencies of the government in matters pertaining to civil law.

9 LEGISLATIVE COUNSEL — Prepares and drafts government bills, regulations, and orders in council, and advises ministers and government officials on primary and subordinate legislation.

10 ASSISTANT DEPUTY MINISTER, ADMINISTRATION — Provides support services and advice to department management on all aspects of non-legal administration and oversees the provision of administrative support to the courts.

11 CHIEF MEDICAL EXAMINER — Administers the Fatality Inquiries Act concerned with the investigation of all unexpected, unexplained and violent deaths in Alberta.

12 ASSISTANT DEPUTY MINISTER, CRIMINAL — Administers Criminal Justice Branch, Special Prosecutions Branch, Family and Juvenile Branch, and Gaming Control Branch, directs the provision of criminal prosecutorial services in all the above areas within Alberta.

13 PROVINCIAL AGENT, SPECIAL PROSECUTIONS — Responsible for the provision of prosecutorial assistance on those cases involving complex commercial or corporate crime, protracted criminal prosecutions and significant cases which are more appropriately handled outside the mainstream of general prosecutions.

14 REGIONAL AGENTS — Responsible for the administration of criminal prosecu-
15 tions in the judicial districts of Alberta.

16 DIRECTOR, FAMILY AND JUVENILE — Responsible for the provision of prosecutorial services in juvenile matters and representation on behalf of the government in family matters at all levels of court.

17 CHIEF INSPECTOR, GAMING CONTROL — Responsible for investigation of licences for gaming in Alberta.

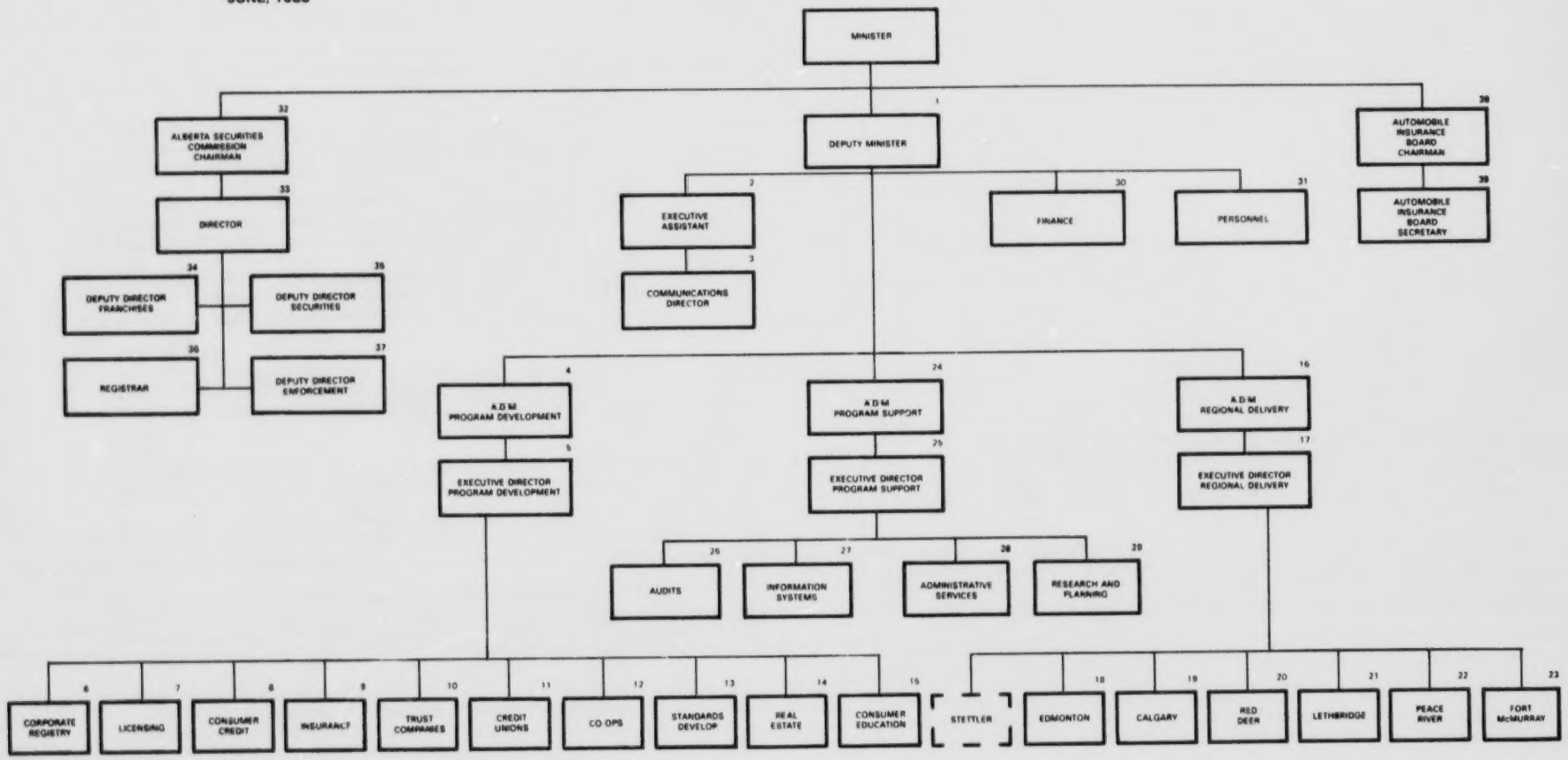
18 DIRECTOR, SPECIAL SERVICES — Responsible for the provision of prosecutorial services in the Court of Appeal and the Supreme Court of Canada. Develops Alberta government's positions in primary areas of criminal law and coordinates special projects in Criminal Justice Administration at the federal, provincial and municipal levels.

19 GENERAL COUNSEL, CRIMINAL — Responsible to the Deputy Attorney General/Assistant Deputy Minister, (Criminal), for undertaking special assignments on criminal cases which are of a complex or sensitive or difficult nature, in addition to assignments involving federal or provincial legislation, its review and amendment.

Alberta

CONSUMER AND CORPORATE AFFAIRS

JUNE, 1983



1 DEPUTY MINISTER— Plans, coordinates and administers all departmental programs.

2 ASSISTANT DEPUTY MINISTER — Performs a variety of administrative duties and public relations activities on behalf of the deputy minister.

3 COMMUNICATIONS DIRECTOR — Coordinates public affairs matters, media relations, advertising and internal communications. Provides public relations counselling to department clients and acts as liaison with the Public Affairs Bureau.

4 ASSISTANT DEPUTY MINISTER, PROGRAM DEVELOPMENT — Part of a three-man committee composed of the department's three assistant deputy ministers who are responsible for formulating operating plans affecting all levels and functions of the department. The team formulates and reviews policy, objectives, legislation and operating plans under the general direction of the minister and deputy minister for the three divisions: Program Development, Program Support and Program Delivery. The assistant deputy minister is specifically responsible for the development of ten distinctive programs.

5 EXECUTIVE DIRECTOR, PROGRAM DEVELOPMENT — Responsible for the administration of the program development division. The position plans, co-ordinates and administers the development of the following programs: companies, licensing, credit, insurance, trust companies, credit unions, cooperatives, standards development, and real estate education.

6 REGISTRAR, CORPORATE REGISTRY — Responsible for providing an effective administrative mechanism to accommodate the growth of Alberta business through the corporate sector. The position is directly accountable for the provision of services to the business and the legal communities.

7 DIRECTOR, LICENSING — Responsible for administration of the Licensing of Trades and Business Act, the Public Actions Act, the Public Contributions Act, the Direct Sales Cancellation Act, the Fuel Oil Licensing Act, the Cemeteries Act and the Prearranged Funeral Services Act.

8 DIRECTOR, CONSUMER CREDIT — Responsible for the development and on-going management of the consumer credit and the family finance counselling programs.

9 SUPERINTENDENT, INSURANCE — Regulates and licenses insurance companies, agents, brokers and adjusters to ensure the solvency of insurers and the provision of adequate service to the insured public by knowledgeable and qualified insurance agents, brokers and adjusters.

Responsible for the administration of the Insurance Act, the Insurance Corporations Tax Act and the Investment Contracts Act which registers and regulates issuers and salespersons of investment contracts.

10 DIRECTOR, TRUST COMPANIES — Responsible for the registration of trust companies and monitors their activities to ensure their solvency and their compliance with the provisions of the Trust Companies Act.

11 DIRECTOR, CREDIT UNIONS — Administers the Credit Union Act and the Credit Union Federation of Alberta Limited Act. Responsible for the examination and inspection of all credit unions and monitors their operation and ensures their compliance with the applicable legislation.

12 DIRECTOR, COOPERATIVE ACTIVITIES — Responsible for the incorporation of cooperative associations and monitors their activities to ensure the viability of their operation and compliance with the Cooperative Associations Act, the Cooperative Marketing Associations Rural Utilities Guarantee Act and the Native Cooperative Guarantee Act.

13 DIRECTOR, STANDARDS DEVELOPMENT — Responsible for the administration of the Unfair Trade Practices Act and the development of standards for consumer transactions.

14 SUPERINTENDENT, REAL ESTATE — Responsible for licensing real estate agents and salesmen in order to ensure proper protection of the public in real estate transactions.

15 DIRECTOR, CONSUMER EDUCATION — Initiates educational programs that integrate with governmental policy, other departmental programs, and the needs of educational agencies from early childhood to senior citizen groups.

16 ASSISTANT DEPUTY MINISTER, PROGRAM DELIVERY — Part of a three-man committee composed of the department's three assistant deputy ministers who are responsible for formulating operating plans affecting all levels and functions of the department. The team formulates and reviews policy, objectives, legislation and operating plans under the general direction of the minister and deputy minister for the three divisions: Program Development, Program Support and Program Delivery. The assistant deputy minister is specifically responsible for the delivery of ten programs throughout six regional offices.

17 EXECUTIVE DIRECTOR, PROGRAM DELIVERY — Responsible for implementation of the regional delivery for departmental programs through six regional offices in Edmonton, Calgary, Red Deer, Lethbridge, Peace River and Fort McMurray and two sub-field offices in Medicine Hat and Grande Prairie.

18 to 23 REGIONAL DIRECTORS — Six positions, one in charge of each regional office, located in Edmonton, Calgary, Red Deer, Lethbridge, Peace River and Fort McMurray.

The incumbents direct the delivery of ten departmental programs within the regional territories.

24 ASSISTANT DEPUTY MINISTER, PROGRAM SUPPORT — Part of a three-man committee composed of the department's three assistant deputy ministers who are responsible for formulating operating plans affecting all levels and functions of the department. The team formulates and reviews policy, objectives, legislation and operating plans under the general direction of the minister and deputy minister for the three divisions: Program Development, Program Delivery and Program Support. The assistant deputy minister is specifically responsible for the delivery of program support services.

25 EXECUTIVE DIRECTOR, PROGRAM SUPPORT — Responsible for the administration and operation of information systems, research and planning, administrative services and audit.

26 DIRECTOR, AUDITS — Responsible for the provision of professional audit services to the department.

27 DIRECTOR, INFORMATION SYSTEMS — Responsible for the planning, development, policy formulation, evaluation and administration of all departmental

systems.

28 SUPERVISOR, ADMINISTRATIVE SERVICES — Responsible for a variety of general administrative services for the department.

29 DIRECTOR, RESEARCH AND PLANNING — Responsible for the provision of research and planning services to all areas of the department.

30 FINANCE DIRECTOR — Provides accounting policies and budget services for departmental activities.

31 PERSONNEL DIRECTOR — Provides the department with personnel administration and human resource planning.

32 CHAIRMAN, ALBERTA SECURITIES COMMISSION — Provides protection and assistance to the investing public by registering and regulating the securities and franchise markets, performs quasi-judicial functions with respect to appeals from decisions of the Alberta Stock Exchange and the staff of the commission, audits securities dealers and franchise issuers, licenses franchise salesmen and security dealers including mututal fund dealers, scholarship plan dealers, investment counsel and securities advisors, deals with applications for discretionary exemption from the legislation, and establishes policy for the trading and issuance for securities and franchises.

33 DIRECTOR, ALBERTA SECURITIES COMMISSION — As the chief administrative officer of the commission, exercises the powers and performs the duties vested in or imposed upon him under the Securities Act or Franchises Act as well as exercising the powers and performing the duties vested in or imposed upon the commission by the Securities Act, the Franchises Act or the regulations that are assigned to him by the commission. Chairs hearings as required by statute. Initiates, receives and reviews proposed policy and legislative changes and makes recommendations to the commission. Coordinates the activities of the deputy directors and the registrar and issues practice guidelines.

34 DEPUTY DIRECTOR, FRANCHISES — Receives and reviews submissions for trades in franchises. Submissions are in the form of prospectuses and statements of material facts. Issues exemption orders pursuant to various sections of the Franchises Act and makes discretionary decisions concerning registration, bonding and period of registration. Formulates policy and legislative changes for the regulation of the franchise industry. Attends and participates in hearings involving problem filings.

35 DEPUTY DIRECTOR, SECURITIES — Receives and reviews filings made by way of prospectus, statement of material facts and rights offerings for all securities offered through these documents. Undertakes audits of broker-dealers and conducts investigations of security issuers when required. Issues exemption orders pursuant to various sections of the Securities Act as delegated by the commission. Receives and reviews annual and interim financial statements of security issuers and dealers. Receives and reviews applications for release of securities from and transfers within escrow. Attends and participates in hearings before the director or the commission involving controversial areas relating to the above filings.

36 REGISTRAR — Checks initial submissions under securities and franchise legislation for conformity to statutory requirements and issues receipts as directed. Responsible for new or annual registration of brokers and salesmen. Provides accounting, administrative, record keeping and automated data processing support for commission staff complement.

37 DEPUTY DIRECTOR, ENFORCEMENT — Investigates complaints from members of the public concerning registrants, conducts hearings dealing with fitness for registration of applicants and continued fitness to hold registration, provides liaison with self-regulating registrants' associations (the Alberta Stock Exchange, the Alberta District of the Investment Dealers Association), and other government securities regulatory bodies, and the police, investigates complaints from all sources concerning unauthorized sales of securities and franchises, prepares requests for orders to investigate, examines individuals under oath, prosecutes charges in the criminal courts, provides liaison with the Special Prosecutions section of the Attorney General's Department, monitors securities trading in the Alberta Stock Exchange and in the over-the-counter market, and intervenes in the securities markets where appropriate.

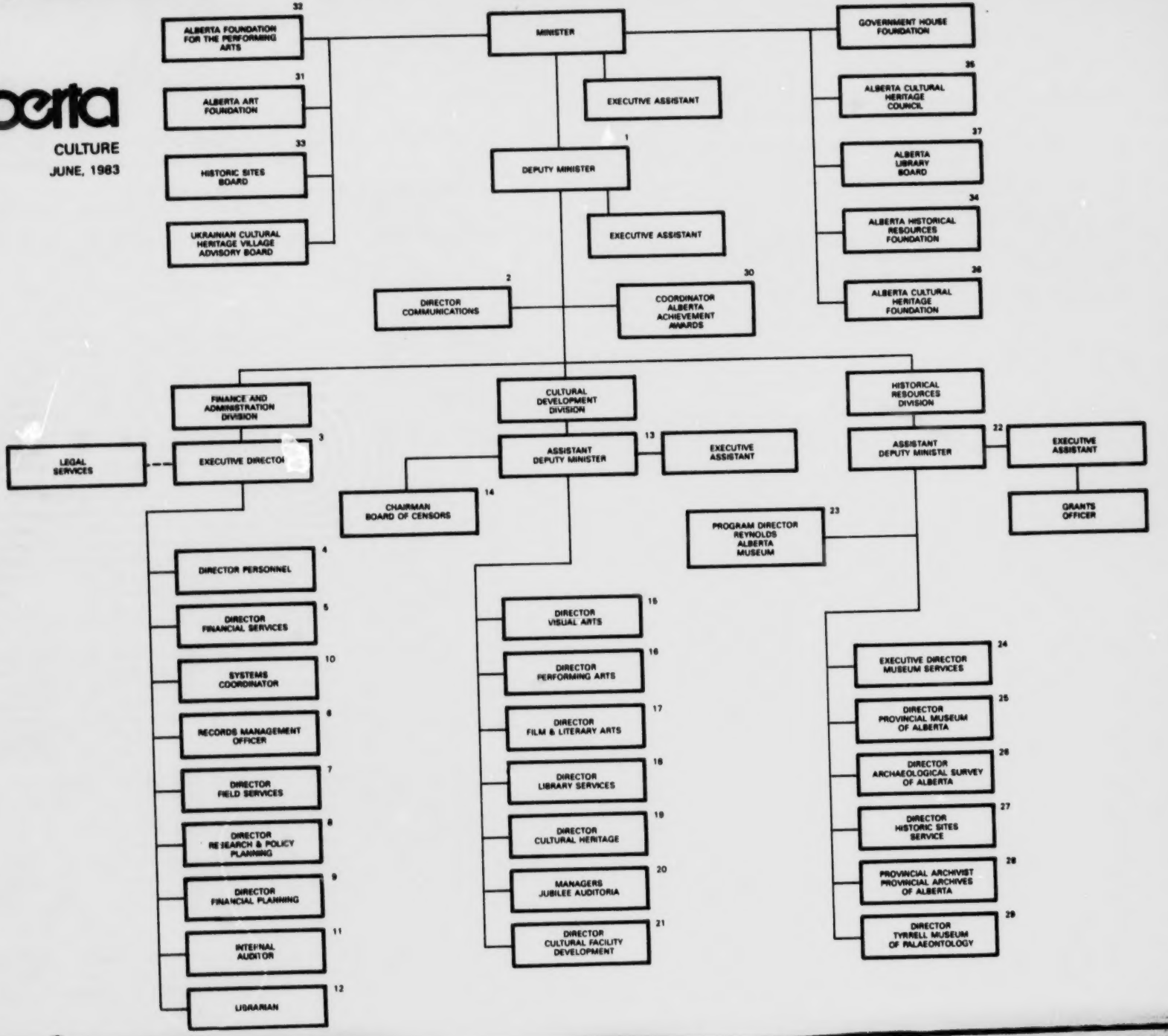
38 AUTOMOBILE INSURANCE BOARD CHAIRMAN — Calls and chairs meetings of the board which is authorized to regulate rates that may be charged for the compulsory portion of automobile insurance in Alberta.

39 AUTOMOBILE INSURANCE BOARD SECRETARY — Receives and analyses proposals for rate changes, passes these to members of the board along with comments on their probable effect, and handles board's correspondence and administration.

Alberta

CULTURE

JUNE, 1983



1 DEPUTY MINISTER — Responsible for the administration, coordination and control of all line and staff functions within Alberta Culture.

2 DIRECTOR, COMMUNICATIONS — Provides two-way public communication service to maximize the effective delivery of departmental services including advertising, publications, audio visual media, photography, media liaison and attendance at public functions.

3 EXECUTIVE DIRECTOR, FINANCE AND ADMINISTRATION — Responsible for planning, coordinating and directing services comprising a Central Administrative Division, including personnel, financial planning, financial services, library, records management, systems, policy planning and research, field services and legal services.

4 DIRECTOR, PERSONNEL — Coordinates and provides services including recruitment, classification, manpower planning, employee relations, wage and salary administration, and staff development.

5 DIRECTOR, FINANCIAL SERVICES — Develops, implements and administers accounting policies, procedures and systems including accounts payable and receivable, and space.

6 RECORDS MANAGEMENT OFFICER — Develops, coordinates and directs technical improvements in records and practices and procedures, and is responsible for developing procedures and issuing procedural manuals and guidelines in the areas of central filing structure, microfilming services, records retention, disposal and protection, and for advising management on matters such as the application of new technology to records systems.

7 DIRECTOR, FIELD SERVICES — Coordinates the work of six field offices responsible for assessing broad cultural needs and resources of the people in their areas.

8 DIRECTOR, RESEARCH AND POLICY PLANNING — Provides resources in policy analysis development, and initiates and coordinates long range planning.

9 DIRECTOR, FINANCIAL PLANNING — Coordinates the financial planning, inventory and manpower control in the department.

10 SYSTEMS COORDINATOR — Monitors and controls the development and implementation of electronic database information systems in Alberta Culture.

11 INTERNAL AUDITOR — Internal audit is an independent appraisal function established within the department to examine and evaluate its activities as a service to the department.

12 LIBRARIAN — Responsible for the overall operation and planning of the library including provision of in-depth, technical and general reference service for both in-house and public users.

13 ASSISTANT DEPUTY MINISTER, CULTURAL DEVELOPMENT — Responsible for the development of film and literary arts, cultural heritage programs, public library services, film censorship programs, major cultural/recreational facilities development programs as they relate to cultural facilities and the Jubilee Auditoria, and is secretary to the Alberta Art Foundation.

14 CHAIRMAN, BOARD OF CENSORS — Responsible for the Film Censor Board operation and administration of the Amusements Act and regulation 72/57 thereunder.

15 DIRECTOR, VISUAL ARTS — Responsible for the management and administration of resources of visual arts and crafts development for educational, recreational and therapeutic development at all levels throughout the province.

16 DIRECTOR, PERFORMING ARTS — Responsible for the management and administration of resources in the performing arts and the touring dance, drama and music programs for educational, recreational and therapeutic needs at all levels in Alberta.

17 DIRECTOR, FILM AND LITERARY ARTS — Manages and administers resources for the development of film and literary arts relative to educational, recreational and therapeutic needs at all levels in Alberta.

18 DIRECTOR, LIBRARY SERVICES — Manages and administers resources for the development of public libraries and stimulates cooperative development to create and coordinate a network of library information systems.

19 DIRECTOR, CULTURAL HERITAGE — Manages and administers resources to create and maintain avenues of expression, preservation and stimulation of the diverse ethno-cultural heritage in the province.

20 MANAGERS, JUBILEE AUDITORIA — Manage and administer the operation of the Jubilee Auditoria in the cities of Calgary and Edmonton.

21 DIRECTOR, CULTURAL FACILITY DEVELOPMENT — Manages, administers and coordinates the planning, implementation and evaluation of programs and services resulting in the development, design and maintenance of cultural facilities throughout Alberta relative to facility design on a national and international basis.

22 ASSISTANT DEPUTY MINISTER, HISTORICAL RESOURCES — Responsible for the management of historical resources throughout Alberta and specifically for the Provincial Museum, the Provincial Archives, the Historic Sites Service, and the Archaeological Survey of Alberta, for financial assistance for historical resources preservation and for the Ukrainian Cultural Heritage Village, and for coordinating these with the Alberta Historical Resources Foundation and the Glenbow Alberta Institute.

23 PROGRAM DIRECTOR, REYNOLDS ALBERTA MUSEUM — Provides for the servicing of the Reynolds Deed of Gift and planning of proposed Museum.

24 EXECUTIVE DIRECTOR, MUSEUM SERVICES — Assists the planning, development and operation of Alberta museums.

25 DIRECTOR, PROVINCIAL MUSEUM OF ALBERTA — Directs, administers and coordinates the diverse scientific, educational, informational and exhibition programs of the Museum.

26 DIRECTOR, ARCHAEOLOGICAL SURVEY OF ALBERTA — Responsible for administration of the programs in location, recording and maintenance of registry of archaeological surveys carried out within the province.

27 DIRECTOR, HISTORIC SITES SERVICES — Responsible for programs in the documentation, preservation, restoration, interpretation and development of historic sites in Alberta.

28 PROVINCIAL ARCHIVIST, PROVINCIAL ARCHIVES OF ALBERTA — Responsible for the collection and preservation of documents and for the reference facilities for their study.

29 DIRECTOR, TYRRELL MUSEUM OF PALAEONTOLOGY — Directs the establishment and operation of this major facility to exhibit and research Alberta dinosaurs and fossils.

30 COORDINATOR, ALBERTA ACHIEVEMENT AWARDS — Coordinates a province-wide program aimed at recognizing outstanding achievement in various areas of endeavour in categories of competition, service and excellence.

31 ALBERTA ART FOUNDATION — Responsible for the purchase and display of works by Alberta artists.

32 ALBERTA FOUNDATION FOR THE PERFORMING ARTS — Supports, promotes, contributes to and participates in the development of the performing arts in Alberta.

33 HISTORIC SITES BOARD — Advises and makes recommendations to the minister on matters concerning the preservation and protection of historic sites in Alberta.

34 ALBERTA HISTORICAL RESOURCES FOUNDATION — Receives and preserves or restores historical resurces for the use, enjoyment and benefit of the people of Alberta.

35 ALBERTA CULTURAL HERITAGE COUNCIL — Represents ethno-cultural groups as an advisory body to the government of Alberta on the development and preservation of the cultural heritage in the province.

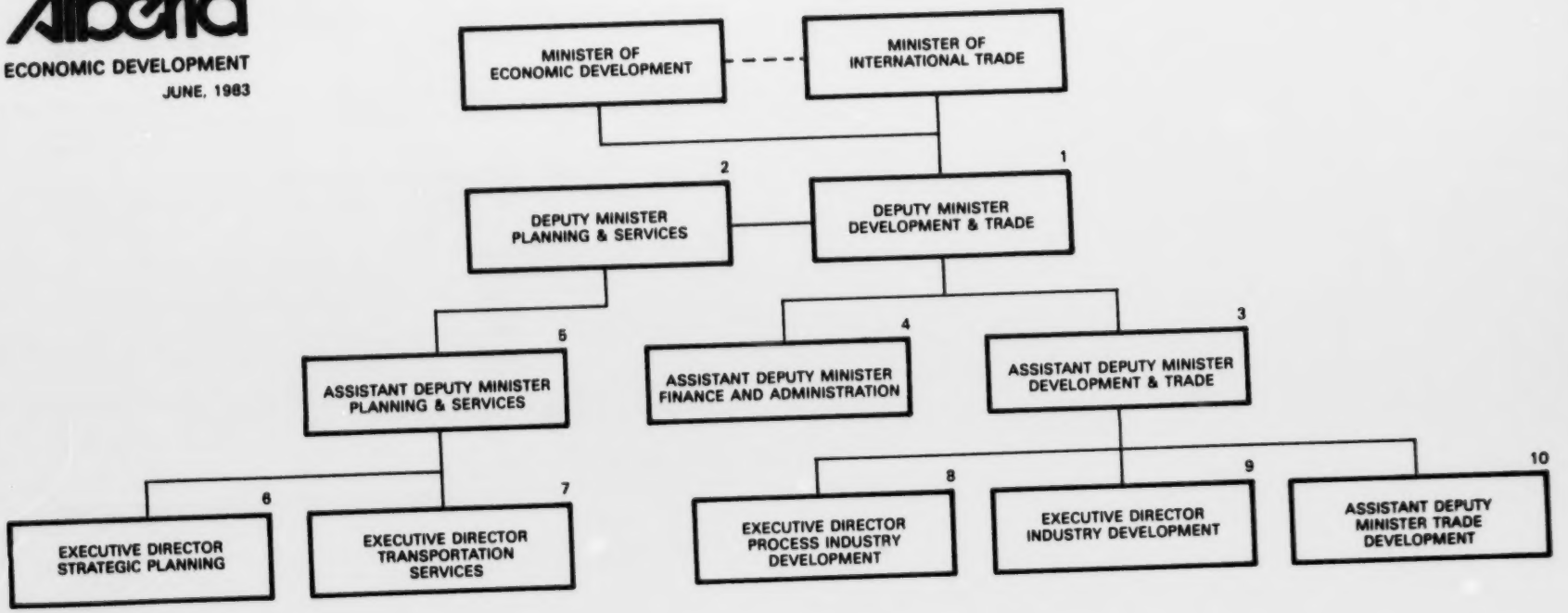
36 ALBERTA CULTURAL HERITAGE FOUNDATION — Supports, promotes, contributes to and participates in the development and preservation of the ethno-cultural background of Alberta.

37 ALBERTA LIBRARY BOARD — Advises the minister on matters relating to the expansion, development, coordination and encouragement of libraries in Alberta.

Alberta

ECONOMIC DEVELOPMENT

JUNE, 1983



1 DEPUTY MINISTER, DEVELOPMENT AND TRADE — Responsible for the management and administration of the department, including functional responsibilities for the Development and Trade Division.

2 DEPUTY MINISTER, PLANNING AND SERVICES — Functional responsibility for the Planning and Services Division and the Alberta International Aid Agency.

3 ASSISTANT DEPUTY MINISTER, PLANNING AND SERVICES — Administers and coordinates the functions of the Transportation Services Branch and Strategic Planning Branch, developing long term policy recommendations for these areas.

4 ASSISTANT DEPUTY MINISTER, FINANCE AND ADMINISTRATION — Administers and coordinates the centralized administration of the department including finance, personnel, library, accommodation, communication, legal services and the financial analysis of major projects.

5 ASSISTANT DEPUTY MINISTER, DEVELOPMENT AND TRADE — Administers and coordinates the functions of the Process Industry Development Branch, Industry Development Branch, Trade Development Branch and International Offices, and develops long term policy recommendations for these areas.

6 EXECUTIVE DIRECTOR, STRATEGIC PLANNING — Responsible for the general area of economic development policy, the branch undertakes the review and analysis of economic development strategy, the preparation of economic impact cost/benefit studies and industry reports, and assesses long term opportunities and strategies for industry sectors and trading partners for Alberta.

7 EXECUTIVE DIRECTOR, TRANSPORTATION SERVICES — Responsible for the review and analysis of current projected transportation systems, services, policies and programs, encompassing both freight and passenger transport, by all technologies. With respect to the foregoing, the branch produces policy recommendations, negotiates with public and private sector users and providers, arranges technical and/or funding assistance, and in other ways serves as a catalyst to achieve improvements in Alberta's transportation systems.

8 EXECUTIVE DIRECTOR, PROCESS INDUSTRY DEVELOPMENT — Responsible for enhancing process industries including new development, expansion of existing industries and assisting with marketing and market development and for the implementation of industrial development policy.

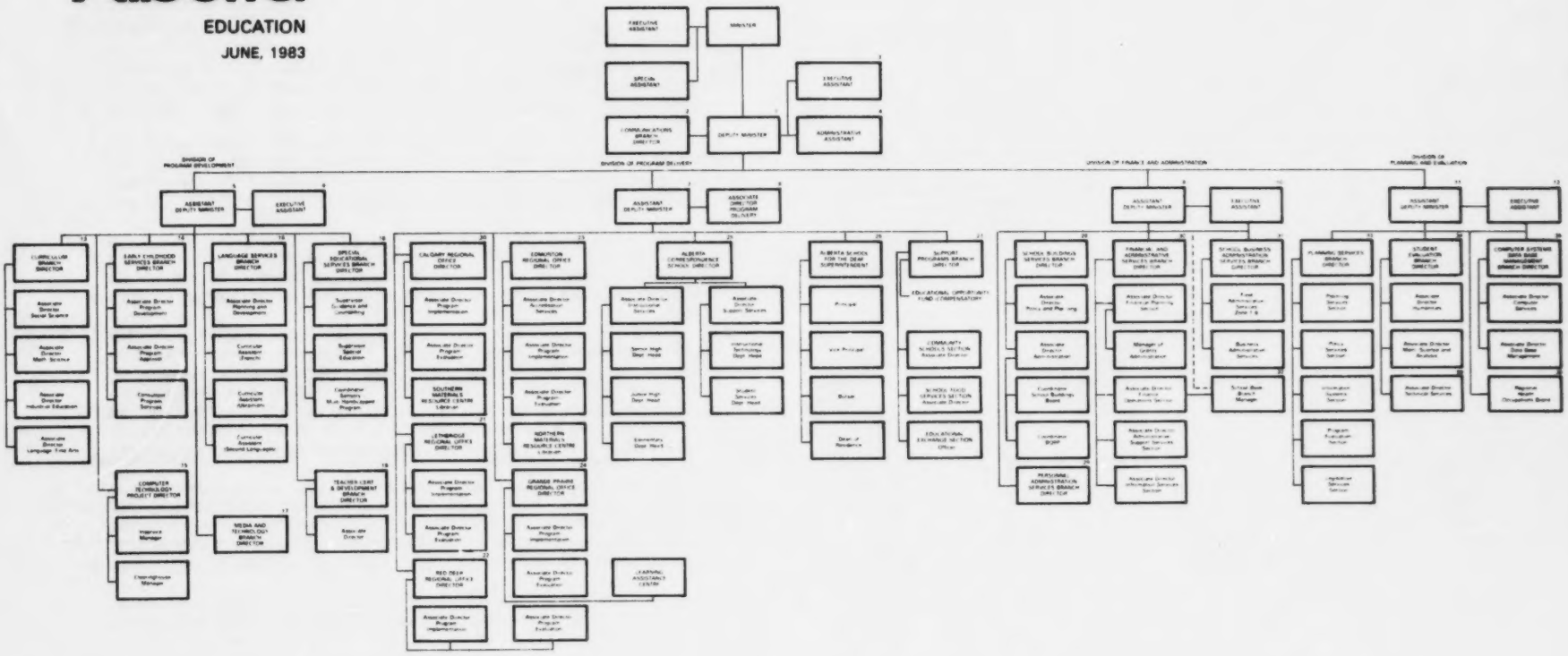
9 EXECUTIVE DIRECTOR, INDUSTRY DEVELOPMENT — Responsible for enhancing manufacturing, construction, high technology and film service industries including new developments, joint ventures, licensing agreements and assistance with marketing and market development.

10 ASSISTANT DEPUTY MINISTER, TRADE DEVELOPMENT — Responsible for providing assistance to general business, industrial and consulting sectors to expand Alberta exports through trade shows, trade missions, specific exporting expertise and assistance in the development of joint ventures and consortia in foreign trade.

Alberta

EDUCATION

JUNE, 1983



1 DEPUTY MINISTER — Acts as key advisor to the minister and provides managerial leadership. Administers, coordinates and controls departmental functions in the early childhood to grade 12 system, including consultancy services to schools, curriculum development, and advisory developmental services to school districts.

2 COMMUNICATIONS BRANCH DIRECTOR — Plans and implements public relations — communications programs for all of the department's clients and provides public relations counsel to senior management.

3 EXECUTIVE ASSISTANT — Provides advice and assistance to the deputy minister; liaises with department managers and minister's office to facilitate work of the deputy minister; responsible for policy formulation and review at departmental level and review and analysis of major issues.

4 ADMINISTRATIVE ASSISTANT — Responsible to the deputy minister for the planning, implementation and coordination of all administrative support programs for the deputy minister's office. Also responsible for coordinating and monitoring items for Cabinet consideration, preparing briefing materials, and undertaking research activities.

5 ASSISTANT DEPUTY MINISTER, PROGRAM DEVELOPMENT — General supervision of Early Childhood Services, Special Educational Services, Language Services, Media and Technology, Curriculum, and Teacher Certification and Development Branches, and the policies and procedures affecting these areas.

6 EXECUTIVE ASSISTANT, PROGRAM DEVELOPMENT — Responsible for advice and assistance to the assistant deputy minister; liaises with management to facilitate the achievement of divisional and departmental goals and objectives; policy review at divisional and departmental levels; review and analysis of major issues; and preparation of background information, correspondence, and documents as required by the assistant deputy minister.

7 ASSISTANT DEPUTY MINISTER, PROGRAM DELIVERY — General supervision of the five Regional Offices of Education, Support Programs, Alberta Correspondence School, Alberta School for the Deaf, and policies and procedures affecting these areas.

8 ASSOCIATE DIRECTOR, PROGRAM DELIVERY — Provides advice and assistance to the assistant deputy minister; facilitates the achievement of divisional and departmental goals and objectives; policy development, formulation and review; review and analysis of major issues; and preparation of background information, correspondence and documents for the assistant deputy minister.

9 ASSISTANT DEPUTY MINISTER, FINANCE AND ADMINISTRATION — General supervision of School Business Administration, School Buildings, Financial Services, Administration and Information Services and Personnel Services Branches, and the policies and procedures affecting these areas.

10 EXECUTIVE ASSISTANT, FINANCE AND ADMINISTRATION — Responsible for advice and assistance to the assistant deputy minister; liaises with the minister's office and departmental managers to achieve departmental and divisional goals and objectives; policy review; review and analysis of major issues; and preparation of background information, correspondence and documents.

11 ASSISTANT DEPUTY MINISTER, PLANNING AND EVALUATION — General supervision of the Student Evaluation, Planning Services and Computer Systems/Data Base Management Branches, and the policies and procedures affecting these areas.

12 EXECUTIVE ASSISTANT, PLANNING AND EVALUATION — Provides advice and assistance to the assistant deputy minister; liaises with other branches and the minister's office to facilitate divisional and departmental goals and objectives; policy review; review and analysis of major issues; and preparation of background information, correspondence and documents.

13 CURRICULUM BRANCH DIRECTOR — Advises and coordinates the review, development and diffusion of programs of study, regulations, guidelines and support materials as they relate to physical education, health, and guidance, mathematics, science, social sciences, language arts, environmental education, computer literacy, native education and the practical arts. Administers the review, development and diffusion of programs of study, regulations, and guidelines and support materials as provided in statutes.

14 EARLY CHILDHOOD SERVICES BRANCH DIRECTOR — Responsible for the identification, development and approval of ECS program resources for children, parents, staff and community services, the coordination and administration of councils and committees, the control of unit activities and resources to achieve specified results and the development of functional relationships and communication networks.

15 COMPUTER TECHNOLOGY PROJECT DIRECTOR — Identifies areas where computerized technology could best be applied. Develops, implements, improves and maintains the project; courseware clearinghouse; educator inservice; and related activities.

16 LANGUAGE SERVICES BRANCH DIRECTOR — Responsible for providing administrative direction and professional guidance in the policy development coordination and implementation of education in languages other than English and those programs which relate to second language programs.

17 MEDIA AND TECHNOLOGY BRANCH DIRECTOR — Develops and recommends policies and procedures relating to the identification, evaluation and selection of media resources. Provides media and technology support services to the Program Development Division.

18 SPECIAL EDUCATIONAL SERVICES BRANCH DIRECTOR — Responsible for identifying, approving, funding and requesting evaluation of programs aimed at providing for curriculum, instructional and support services for Alberta pupils with special educational needs; specialized diagnostic assessment, placement, specialized instruction, guidance and other pupil services.

19 TEACHER CERTIFICATION AND DEVELOPMENT BRANCH DIRECTOR — Coordinates the development and implementation of teacher certification policies; the evaluation of teaching credentials; provides consultative services to the Board of Teacher Education and Certification; articulates teacher certification policies to stakeholder groups.

20 to 24 REGIONAL OFFICE DIRECTOR — Responsible for the operation of the regional office and for the directing, coordination, monitoring and development of policies required to regulate, implement and support programs and services for students in Early Childhood Service, elementary and secondary programs, in each of the

office's respective zones.

25 ALBERTA CORRESPONDENCE SCHOOL DIRECTOR — Administers the operations of A.C.S.; to ensure that A.C.S. make available to the public a quality program of correspondence education covering grades 1 to 12, personal interest courses and special adult upgrading courses.

26 ALBERTA SCHOOL FOR THE DEAF SUPERINTENDENT — Provides overall administration of the A.S.D. by formulating school policies, procedures, and regulations for a student population of 160.

27 SUPPORT PROGRAMS BRANCH DIRECTOR — Coordinates and develops policy recommendations in the areas of School Food Services, Community School Programs, Educational Opportunity Fund Compensatory, and Educational Exchange.

28 SCHOOL BUILDINGS SERVICES BRANCH DIRECTOR — Develops and recommends policies and procedures relating to the planning, building and maintenance of school buildings in accordance with statutes, regulations and policies.

29 PERSONNEL ADMINISTRATION SERVICES BRANCH DIRECTOR — Ensures the administration of government personnel programs in recruitment and selection, classification, employee relations, occupational health and safety, staff training and development, human resource and career development, collective bargaining, pay and benefits administration and employee records.

30 FINANCIAL AND ADMINISTRATIVE SERVICES BRANCH DIRECTOR — Responsible for the development and coordination of policies, procedures and regulations in budgeting, grants administration, financial and statistical analysis; accounts payable, accounts receivable, financial systems; and the School Book Branch. Develops and recommends policies and procedures of administrative support services viz office automation, office services, mail and messenger services; and information services viz records management, store front services and library services.

31 SCHOOL BUSINESS ADMINISTRATION SERVICES BRANCH DIRECTOR — Responsible for the development and recommendation of policies, procedures and legislation relating to the financial and administrative operations of local school authorities in accordance with statutes, regulations and policies.

33 PLANNING SERVICES BRANCH DIRECTOR — Develops policy recommendations and procedures in the areas of educational planning, policy analysis, program evaluation, legislative and information services.

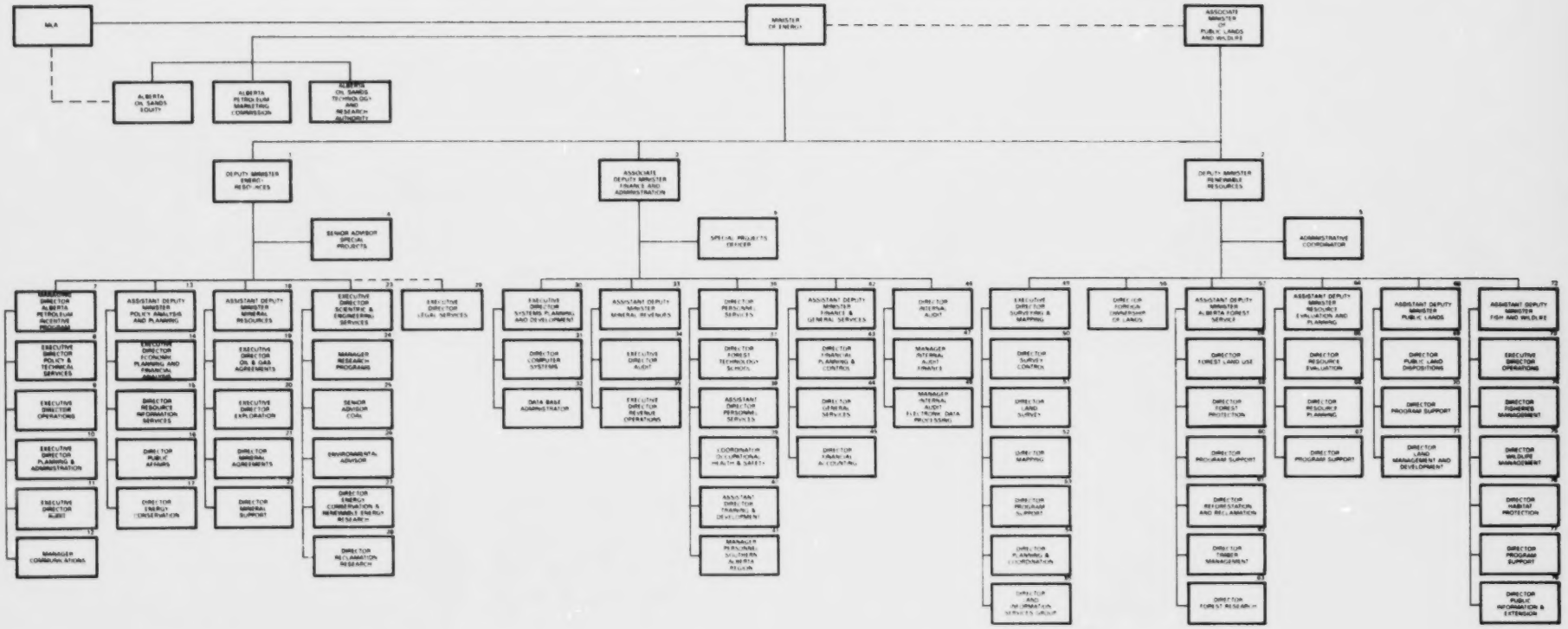
34 STUDENT EVALUATION BRANCH DIRECTOR — Directs the development, administration and scoring of student evaluation programs which provide information required to monitor the rate of successful achievement of provincial goals of schooling.

35 COMPUTER SYSTEMS DATA BASE MANAGEMENT BRANCH DIRECTOR — Directs the development, administration and maintenance of data processing systems including data base management viz data conversion, data control and data base administration.

Alberta

ENERGY AND
NATURAL RESOURCES

JUNE, 1983



1 DEPUTY MINISTER, ENERGY RESOURCES — Responsible for the direction and control of the Energy Resources Division of the department which includes sound management of Alberta's mineral resources.

2 DEPUTY MINISTER, RENEWABLE RESOURCES — Responsible for the direction and control of the Renewable Resources Division of the department which includes evaluation, planning and administration of Alberta's public land, forestry, fish and wildlife resources, foreign ownership of land and surveys and mapping.

3 ASSOCIATE DEPUTY MINISTER, FINANCE AND ADMINISTRATION — Responsible for the overall direction and control of the Finance and Administration Division of the department which includes departmental financial management and control, mineral revenues, systems planning, development and coordination, personnel services, records management services and other administrative support services.

4 SENIOR ADVISOR, SPECIAL PROJECTS — Responsible for assisting the Deputy Minister, Energy Resources, on such matters as coordinating senior level conferences, preparing reports at the request of the minister or deputy minister, and representing the deputy minister at certain interdepartmental and interprovincial meetings and committees.

5 ADMINISTRATIVE COORDINATOR — Provides administrative and operational assistance to the Deputy Minister of Renewable Resources. Coordinates projects and assignments involving two or more of the renewable resources divisions and expedites high priority projects. Conducts various special projects at the direction of the deputy minister.

6 SPECIAL PROJECTS OFFICER — Responsible for undertaking research and providing advice on a variety of complex energy related projects in the department. These projects will involve revising and/or developing policy in regards to royalty and taxation systems, domestic pricing, production marketing, enhanced recovery, fiscal policy and systems planning and development.

7 MANAGING DIRECTOR, ALBERTA PETROLEUM INCENTIVE PROGRAM — Responsible for managing the Alberta Petroleum Incentives Plan of the National Energy Program as it applies to Alberta. Responsible for the control of a grant program that will encourage oil and gas exploration in the province ensuring that the system is compatible with Alberta Treasury and other ENR systems and programs.

8 EXECUTIVE DIRECTOR, POLICY AND TECHNICAL SERVICES — Responsible for policy formulation by providing interpretation and notice of advanced rulings to the oil and gas industry and to the public. Acts as an internal resource to A.P.I.P. on policy issues related to the administration of the program, and on technical matters related to oil and gas exploration and drilling.

9 EXECUTIVE DIRECTOR, OPERATIONS — Responsible for establishing and managing a program for the control, validation, and assessment of applications for payments to Canadians and other investors through the Alberta Petroleum Incentives program (A.P.I.P.).

10 EXECUTIVE DIRECTOR, PLANNING AND ADMINISTRATION — Ensures the development and maintenance of a divisional management system, a program planning and measurements system, and financial management and accounting services. Manages the provision of the EDP systems, the general office services and the security services.

11 EXECUTIVE DIRECTOR, AUDIT — Responsible for formulating the audit policy, standards and procedures, and the planning, implementation and administration of the Audit Branch to conform with the working interest of the applicants. Ensures the validity of financial information contained in the petroleum incentive applications submitted by industry.

12 MANAGER, COMMUNICATIONS — Responsible for developing and maintaining a comprehensive communication program which meets the needs of the oil and gas industry in understanding the administrative and technical aspects of the Alberta Petroleum Incentives program. Directs and manages the day to day enquiry function of technical and administrative questions generated by industry.

13 ASSISTANT DEPUTY MINISTER, POLICY ANALYSIS AND PLANNING — Advises senior department executives on matters of energy and natural resources management and planning, evaluates current policies and practices, and provides analysis and impact implications of various alterations to those policies and practices.

14 EXECUTIVE DIRECTOR, ECONOMIC AND FINANCIAL PLANNING — Responsible for the provision of resource and financial information regarding specific resource projects, resource revenue policies, revenue forecasting, industry revenue, pricing and marketing of energy and natural resources, and the assessment of royalty and taxing regimes effect on Alberta's resource industries.

15 DIRECTOR, RESOURCE INFORMATION SERVICES — Responsible for the gathering and dissemination of information relating to all aspects of the energy and natural resource areas including publications, public education and library services.

16 DIRECTOR, PUBLIC AFFAIRS — Representing the Public Affairs Bureau, is responsible for Energy and Natural Resources department public relations activities for the Energy and Renewable Resources areas, including Fish and Wildlife Division, Alberta Forest Service, Public Lands Division, Resource Evaluation and Planning and Energy Conservation.

17 DIRECTOR, ENERGY CONSERVATION — Responsible for information and demonstration programs, incentives and legislation as far as energy conservation and energy is concerned within the residential, industrial, commercial and transportation sectors of Alberta.

18 ASSISTANT DEPUTY MINISTER, MINERAL RESOURCES — Responsible for exercising ministerial discretion and formulating policy in all aspects of the Mines and Minerals Act relating to mineral resource disposition and administration in respect of oil, gas, oil sands, coal, metallic and industrial minerals sales and agreements, and geological, geophysical and drilling activities and incentives.

19 EXECUTIVE DIRECTOR, OIL AND GAS AGREEMENTS — Responsible for the management and administration of Crown agreements in petroleum and natural gas including the sale of Crown mineral agreements.

20 EXECUTIVE DIRECTOR, EXPLORATION — Responsible for the integration and utilization of geological, geophysical and engineering data required by the Mineral Resources Division for use in lease continuation decisions, land use

planning, and major oil and gas tenure issues, and for granting exploration licences, permits and approvals and managing the Geophysical and Drilling Incentive Systems.

21 DIRECTOR, MINERAL AGREEMENTS — Responsible for the sale, management and administration of Crown mineral agreements relating to bituminous and oil sands coal, metallic and industrial minerals.

22 DIRECTOR, MINERAL SUPPORT — Responsible for the provision of services relating to drafting, mapping, printing and reproduction, preparation of interpretive sketches and graphs inventory, budget preparation and control, space planning and allocation and the preparation of legal land descriptions required in disposition agreements.

23 EXECUTIVE DIRECTOR, SCIENTIFIC AND ENGINEERING SERVICES — Responsible for providing studies and analysis of the scientific, technical and engineering aspects of energy and natural resources management.

24 MANAGER, RESEARCH PROGRAMS — Responsible for managing energy and renewable resource research funds provided under the Alberta/Canada Energy Resource Research Fund (ERRF) and coordinating with other Alberta government departments and agencies on matters relating to resource research.

25 SENIOR ADVISOR, COAL — Provides advice to the Deputy Minister, Energy Resources and senior managers on all aspects of coal leasing, exploration, production, conversion and utilization. In addition, the Senior Advisor, Coal, is responsible for departmental input and representation on various committees concerned with the impact of coal development upon the economies of Alberta and Canada.

26 ENVIRONMENTAL ADVISOR — Responsible for the review of resource development proposals, the analysis recommendations and modifications to resource management, and development proposals to ensure ecological concerns have been met, minimizing adverse effects.

27 DIRECTOR, ENERGY CONSERVATION AND RENEWABLE ENERGY RESEARCH — Responsible for an extensive public awareness/education program for energy conservation activities and the overall assistance in the coordination of energy conservation and education roles of various utility companies and professional organizations.

28 DIRECTOR, RECLAMATION RESEARCH — Plans, manages, and coordinates various research programs relating to the restoration and reclamation of public lands disturbed by surface activities or natural phenomenon.

29 EXECUTIVE DIRECTOR, LEGAL SERVICES — Acts as senior legal counsel for Energy and Natural Resources in drafting, examining and revising legal documents, interpreting statutes and providing legal opinions.

30 EXECUTIVE DIRECTOR, SYSTEMS PLANNING AND DEVELOPMENT — Responsible for strategic planning of information systems development and the general development and coordination of major systems projects associated with the Computer Systems Branch in the department.

31 DIRECTOR, COMPUTER SYSTEMS — Coordinates the automated information systems planning, development and operations of the department by directing the activities of professional staff and providing technical advice and assistance to senior department officials.

32 DATA BASE ADMINISTRATOR — Responsible for the development and coordination of the policies, procedures, practices and plans for the capture, correction, storage and use of data. Directs the effective and efficient use of data base management systems within the department and manages access to the department's automated data assets through the development and operation of a departmental data dictionary.

33 ASSISTANT DEPUTY MINISTER, MINERAL REVENUES — Responsible for the calculation, collection and verification of Crown mineral revenues and supervision of the Audit, Petroleum Royalty, Natural Gas, Coal and other royalties, and Mineral Tax Branches in the department.

34 EXECUTIVE DIRECTOR, AUDIT — Responsible for directing two teams of auditors located in Calgary and Edmonton performing detailed, complex field audits of multi-national oil and gas companies for the collection of royalties and the approval of cost claims for petroleum, gas and coal production and sales.

35 EXECUTIVE DIRECTOR, REVENUE OPERATIONS — Responsible for planning, directing and coordinating the operating activities necessary for the efficient and accurate calculation, verification, collection and reporting of Mineral Revenues. In addition, the analysing and reporting variances to revenue forecasts analysis and interpretation of existing and proposed policies, procedures and legislation.

36 DIRECTOR, PERSONNEL SERVICES — Responsible for providing advice on personnel management matters in the department in the areas of staffing, classification, employee relations, pay and compensation, organizational development, manpower planning, staff development and training, occupational health and safety, and for directing the work of the Hinton Forest Technology School.

37 DIRECTOR, FOREST TECHNOLOGY SCHOOL — Responsible for the management of the department's training centre at Hinton, Alberta which includes operation of the institute, formulation, implementation of institutional policy and procedures, program development and implementation, budgetary planning and control, personnel administration, acquisition and maintenance of capital resources, publicity and public relations and the provision of various student services.

38 ASSISTANT DIRECTOR, PERSONNEL SERVICES — Responsible for supervision of six professional personnel administrators engaged in the delivery of departmental personnel services to a province wide staff of approximately 3,000 and for assisting the Director of Personnel in the administration of an effective and responsive personnel program.

39 COORDINATOR, OCCUPATIONAL HEALTH AND SAFETY — Responsible for developing and monitoring an Occupational Health and Safety program in the department in cooperation with Joint Safety Committees for the purpose of reducing the occurrence of lost time and injury resulting from accidents to employees.

40 ASSISTANT DIRECTOR, TRAINING AND DEVELOPMENT — Responsible for providing consultant and organizational development program coordination functions with regard to the Management Planning and Performance Appraisal Systems, the Staff Training and Development program and the Manpower and Career Planning programs in the department.

41 MANAGER, PERSONNEL SOUTHERN ALBERTA REGION — Responsible for administering and coordinating all activities surrounding classification, recruitment and selection, training, organizational development and employee relations for the department in the Southern Alberta Region.

42 ASSISTANT DEPUTY MINISTER, FINANCE AND GENERAL SERVICES — Responsible for providing functional direction pertaining to financial management and control activities in the department and for coordinating administrative matters in the General Services Branch.

43 DIRECTOR, FINANCIAL PLANNING AND CONTROL — Responsible for establishing and managing financial planning and control functions, developing and directing a financial information management group, providing functional support to operating divisions and coordinating financial systems development activities in the department.

44 DIRECTOR, GENERAL SERVICES — Responsible for management and control of an effective Crown Mineral and Public Land Agreement registry system which is an integral part of the administration of both renewable and non-renewable provincial Crown resources through the Records Management Branch, Office Services Branch and the Stationery and Supplies Branch in the department.

45 DIRECTOR, FINANCIAL ACCOUNTING — Responsible for maintaining an effective integrated departmental accounting function through control over outstanding commitments and liabilities, expedient payment of creditors, accurate recording and reporting of all departmental assets, liabilities, revenues and expenses and collection of outstanding receivables.

46 DIRECTOR, INTERNAL AUDIT — Responsible for administering the Internal Audit Branch which will ensure the integrity of financial and other information, controls over public property, revenues and expenditures, compliance with departmental objectives, policies, procedures, regulations and a continual independent appraisal is provided to departmental management regarding the economy, efficiency and effectiveness of their activities.

47 MANAGER, INTERNAL AUDIT FINANCE — Responsible for conducting financial and management audits to assist management in the department. Provides analysis, recommendations, comments regarding activities reviewed and develops audit policies and procedures in consultation with the Director of Internal Audit.

48 MANAGER, INTERNAL AUDIT ELECTRONIC DATA PROCESSING — Responsible for the audit of all departmental computer systems, the review of design specifications for new computer systems, provides advice in management audits on departmental computer applications and develops audit policies and procedures.

49 EXECUTIVE DIRECTOR, SURVEYING AND MAPPING — Responsible for overall coordination of government surveying and mapping activities, for the development and maintenance of standards and for the distribution of maps and aerial photographs.

50 DIRECTOR, SURVEY CONTROL — Responsible for planning and providing a survey control framework for the province, comprised of monumented and photogrammetric control points suitable for use by government departments and the private sector in the integration of position dependent land-related information.

51 DIRECTOR, LAND SURVEYS — Responsible for the maintenance and preservation of the existing land survey system and for the establishment of a data base comprised of the coordinates of the governing monuments and points of it.

52 DIRECTOR, MAPPING — Responsible for planning and providing a standardized mapping system for the province suitable as the basis for the display of position dependent land-related information.

53 DIRECTOR, PROGRAM SUPPORT — Responsible for map and aerial photo distribution and for the provision of divisional technical and administrative support services.

54 DIRECTOR, PLANNING AND COORDINATION — Responsible for the long range planning and coordination of divisional system development.

55 DIRECTOR, LAND INFORMATION SERVICES GROUP — Responsible for planning and supporting on-going coordination of the Provincial Land Information Systems, with particular emphasis on meeting the requirements of the private sector as well as municipal governments, provincial departments and agencies.

56 DIRECTOR, FOREIGN OWNERSHIP OF LANDS — Responsible for the processing of applications requesting Executive Council exemptions from the Foreign Land Ownership Regulations, for ensuring the policing and enforcement of the regulations and for monitoring of all sales to foreigners. As well, the director acts as Registrar of Land Agents and is responsible for the licensing of all land agents in the province.

57 ASSISTANT DEPUTY MINISTER, ALBERTA FOREST SERVICE — Formulates and coordinates policies, programs and legislation for the Alberta Forest Service and administers the Forest Resources Management program.

58 DIRECTOR, FOREST LAND USE — Responsible for administering the Forest Land Use Branch, which manages Alberta's public forest lands for watershed, grazing and recreational benefits, and for the prevention of damage to public forest lands.

59 DIRECTOR, FOREST PROTECTION — Responsible for administering the Forest Protection Branch which protects Alberta's forests from damage and destruction by fire, insects or diseases, provision of meteorological and emergency communication, and survival services as a natural adjunct to the protection services.

60 DIRECTOR, PROGRAM SUPPORT — Responsible for administering the Program Support Branch, which provides administrative support and staffing services for the field organization and administrative services to the various branches of the Forest Service in areas such as budgeting, purchasing and accounts, records management, warehousing, safety building construction, vehicle and equipment development and for the Junior Forest Warden and Junior Forest Ranger programs.

61 DIRECTOR, REFORESTATION AND RECLAMATION — Responsible for administering the Reforestation and Reclamation Branch which establishes, maintains and improves forest stands and reclaims disturbed forest lands for timber production and for recreational, grazing, watershed and wildlife benefits.

62 DIRECTOR, TIMBER MANAGEMENT — Responsible for administering the

Timber Management Branch which manages Alberta's timber resources to obtain increased and perpetually continuing timber harvest while maintaining a forest environment of high quality.

63 DIRECTOR, FOREST RESEARCH — Conducts problem oriented research into the field of improved forest land management; transfers research results into practice; provides up-to-date review of relevant research carried out by other agencies; assists in the development of field manuals and in-science training courses for the benefit of industrial and government forest managers.

64 ASSISTANT DEPUTY MINISTER, RESOURCE EVALUATION AND PLANNING — Responsible for all aerial photography, mapping, resource inventory and appraisal and integrated resource policy and planning services provided to the department.

65 DIRECTOR, RESOURCE EVALUATION — Responsible for the procurement and production of aerial photography, mapping, field survey data, map and air photo sales, appraisal of data relating to surface and sub-surface resources, and the development and maintenance of a resource data bank.

66 DIRECTOR, RESOURCE PLANNING — Responsible for the development and management of integrated resource guidelines and plans of action for land and resource managers in Alberta Energy and Natural Resources, and provision of inter and intra-departmental coordination services as required.

67 DIRECTOR, PROGRAM SUPPORT — Responsible for divisional, personnel, financial and administrative support services.

68 ASSISTANT DEPUTY MINISTER, PUBLIC LANDS — Responsible for the administration of public lands under the Public Lands Act and the management of public lands which are not dedicated for permanent forest.

69 DIRECTOR, PUBLIC LANDS DISPOSITIONS — Responsible for the issuing and administration of all industrial, commercial, recreational, residential, farmland and grazing dispositions on public lands in Alberta which are under the purview of the Public Lands Act.

70 DIRECTOR, PROGRAM SUPPORT — Responsible for field services, legal documentation, surface rights plotting and all administrative support provided to the Lands Division.

71 DIRECTOR, LAND MANAGEMENT AND DEVELOPMENT — Responsible for the grazing reserve operation and development program, range improvement programs, and for the establishment of land use conditions regarding dispositions on public land under the purview of the Public Lands Act.

72 ASSISTANT DEPUTY MINISTER, FISH AND WILDLIFE — Directs the program of fish and wildlife resource management and coordinates internally and with other departments and agencies and the public to optimize populations and distribution for the benefit of the people of Alberta.

73 EXECUTIVE DIRECTOR, OPERATIONS — Responsible for the development, direction and management of all activities associated with fisheries and wildlife operational programs. This includes the coordination, integration and management of both human and financial resources for the five regions within the Fish and Wildlife Division.

74 DIRECTOR, FISHERIES MANAGEMENT — Responsible for administration, inventory, research and determination of acceptable harvest levels and quotas of wildlife resources, the condition and productivity of fish habitat, the control of disease and coordination and management of interprovincial and intergovernmental fisheries.

75 DIRECTOR, WILDLIFE MANAGEMENT — Responsible for the administration, inventory, research and determination of acceptable harvest levels and quotas of wildlife resources, the condition, productivity and wildlife habitat, the control of wildlife disease and the coordination of intergovernmental migratory bird resources.

76 DIRECTOR, HABITAT PROTECTION — Accountable for the design and planning of all land and water management programs in the province, with respect to the maintenance and production of fish and wildlife populations.

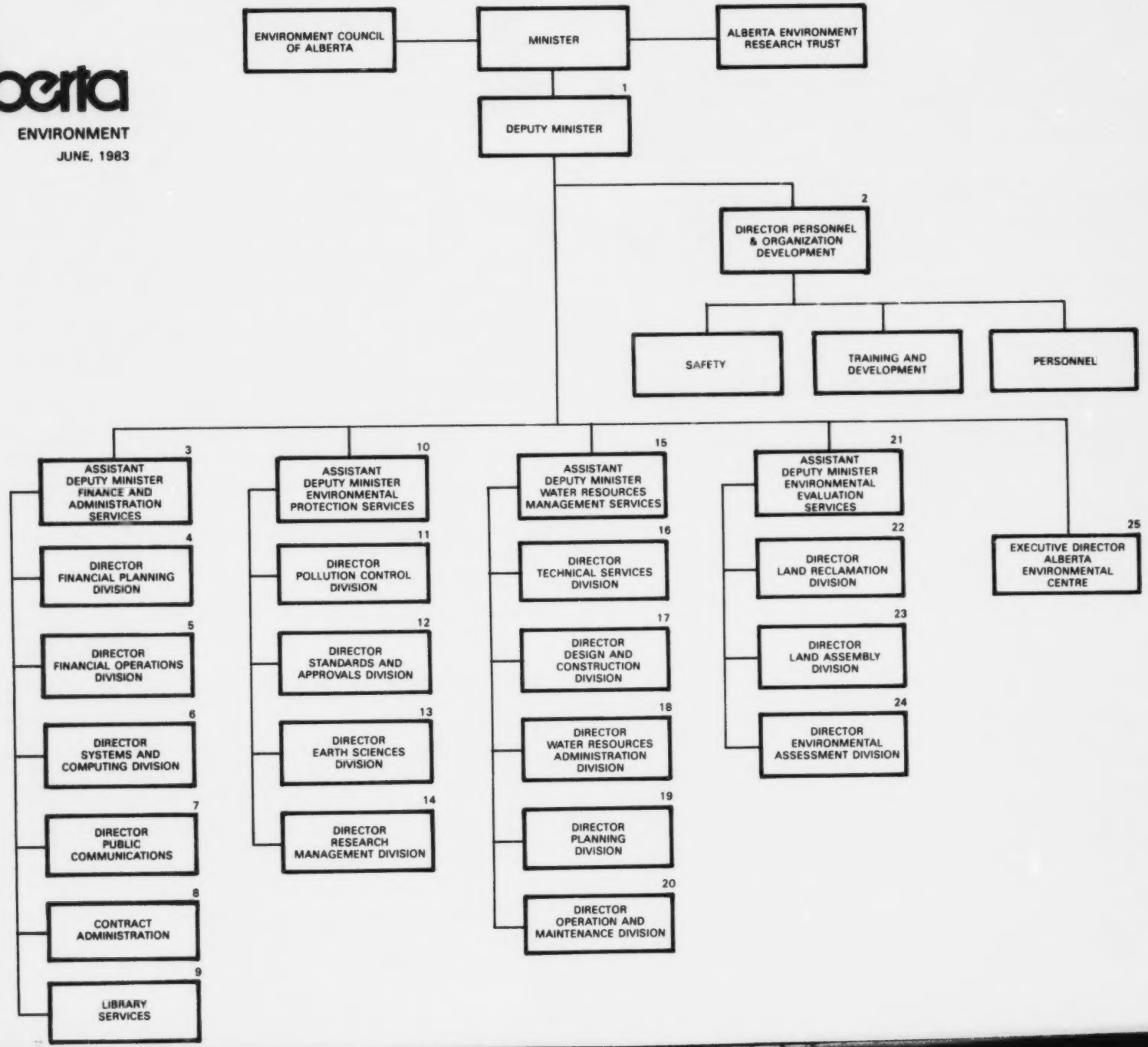
77 DIRECTOR, PROGRAM SUPPORT — Responsible for conservation and education programs, supervision, organization and coordination of division personnel generally, its expenditures, equipment inventories, warehouse and supplies, communications, office services and clerical support.

78 DIRECTOR, PUBLIC INFORMATION AND EXTENSION — Responsible for the development and implementation of a province-wide information and education program supportive of the Fish and Wildlife Policy and Goals for Alberta.

Alberta

ENVIRONMENT

JUNE, 1983



1 DEPUTY MINISTER — Acts as chief executive officer of the department, is responsible for the management, coordination and control of all departmental functions, and provides advice to the minister on policies and programs.

2 DIRECTOR, PERSONNEL AND ORGANIZATION DEVELOPMENT — Responsible for providing the personnel management services required by the department to serve the public and provide the advisory staff development services required for an effective and satisfied work force.

3 ASSISTANT DEPUTY MINISTER, FINANCE AND ADMINISTRATION SERVICES —Responsible for advising the deputy minister on all financial requirements of the department, developing a financial system to ensure proper allocation of funds in accordance with departmental and central agencies' policies and procedures, and for providing common support services such as Financial Planning Division, Financial Operations Division, Systems and Computing Division, Public Communications, Contract Administration, and Library Services.

4 DIRECTOR, FINANCIAL PLANNING DIVISION — Responsible for budgets and forecasts under both General Revenue and A.H.S.T.F., Public Works capital budgeting, accommodation budgeting, space inventory, records management, financial procedures manual control, and all office support functions.

5 DIRECTOR, FINANCIAL OPERATIONS DIVISION — Responsible for the development and administration of the central financial management systems and procedures for the department, including expenditure and revenue accounting, fixed asset control and providing financial consultancy and internal systems review services to senior management to assist in the attainment of their program objectives.

6 DIRECTOR, SYSTEMS AND COMPUTING DIVISION — Responsible for coordination, management, planning, development and operations of computer based systems for departmental programs. Responsible for coordination of computer system planning and development with other government agencies as well as development and implementation of government computer system policies and standards for the department.

7 DIRECTOR, PUBLIC COMMUNICATIONS — The purpose of public communications is to inform Alberta citizens about departmental programs and to advocate public environmental responsibility through appropriate communications and educational activities.

8 CONTRACT ADMINISTRATION — To develop and administer standard procedures for the preparation, awarding and managing of all department contracts including legal, financial and practical application aspects.

9 LIBRARY SERVICES — To meet the information needs of departmental staff and others through the provision of reference and interlibrary loan services; and the collection, organization for accessibility, and circulation of books, documents, periodicals and other resources.

10 ASSISTANT DEPUTY MINISTER, ENVIRONMENTAL PROTECTION SERVICES — Responsible for the implementation, coordination, management and control of approved policies and programs in protecting air and water, resource development monitoring, licensing and funding water supply and sewage treatment projects, and funding of regional waste management projects.

11 DIRECTOR, POLLUTION CONTROL DIVISION — Supervises pollution control programs, monitoring of plants and ambient conditions and the enforcement of regulations under the Department of Environment Act, Clean Air Act, Clean Water Act, Agricultural Chemicals Act, Hazardous Chemicals Act, Beverage Container Act and the Litter Act, and is responsible for Air Quality Control, Water Quality Control, Municipal Engineering, Pesticide Chemicals and Waste Management Branches located in Lethbridge, Calgary, Red Deer, Edmonton, Whitecourt and Grande Prairie, for the Biting Fly Assistance program and Solid Waste Management Assistance program, and for the implementation of the Edmonton Regional Utilities Study (Water and Sewage).

12 DIRECTOR, STANDARDS AND APPROVALS DIVISION — Responsible for the review of all industrial and municipal applications for permits to construct and licences to operate new and/or existing facilities as related to the Clean Air and the Clean Water Acts and corresponding regulations, for issuing environmental permits and licences, for developing emission and effluent performance standards regarding pollution matters as they affect air and water quality, and for the administration of the new Alberta Municipal Water Supply and Sewage Treatment Grant program.

13 DIRECTOR, EARTH SCIENCES DIVISION — Responsible for soils, technical development and groundwater branch work in protection of soil and groundwater, waste application to land technology and groundwater development, and for the management of the Metis Water Supply program, offices of the division being located in Calgary, Edmonton, Lethbridge and Red Deer.

14 DIRECTOR, RESEARCH MANAGEMENT DIVISION — Responsible for research management, the management of the department library, and the Alberta Oil Sands Environment Research program.

15 ASSISTANT DEPUTY MINISTER, WATER RESOURCES MANAGEMENT SERVICES — Responsible for the implementation, coordination, management and control of approved water resources policies and programs.

16 DIRECTOR, TECHNICAL SERVICES DIVISION — Responsible for the provision of hydrological and river engineering analysis, flow forecasting and land and water surveys.

17 DIRECTOR, DESIGN AND CONSTRUCTION DIVISION — Responsible for the design and construction supervision of water resource projects.

18 DIRECTOR, WATER RESOURCES ADMINISTRATION DIVISION — Responsible for enforcement of water resource legislation, operation of water resource regional offices, water right and hydro electric branches and implementation of a dam safety program.

19 DIRECTOR, PLANNING DIVISION — Responsible for river basin planning, planning input to regional projects, environmental, social and economic evaluation of water resource management projects, and evaluation of water resource policies and programs.

20 DIRECTOR, OPERATION AND MAINTENANCE DIVISION — Responsible for the operation and maintenance of water resources projects, the water resources revolving fund, site development program, emergency water supply program and irrigation headworks systems.

21 ASSISTANT DEPUTY MINISTER, ENVIRONMENTAL EVALUATION SERVICES — Responsible for the implementation, coordination, management and control of approved land related policies and environmental evaluation procedures.

22 DIRECTOR, LAND RECLAMATION DIVISION — Responsible for the administration of the Land Surface Conservation and Reclamation Act pertaining to regulated surface operations, the Land Conservation and Reclamation Council, land surface reclamation and referral systems.

23 DIRECTOR, LAND ASSEMBLY DIVISION — Responsible for the administration of the Department of the Environment Act with respect to the administration of Restricted Development Areas, all departmental legislation pertaining to the purchase of all interest in land for the department and on behalf of other government departments, and the Calgary and Edmonton transportation and utility corridors.

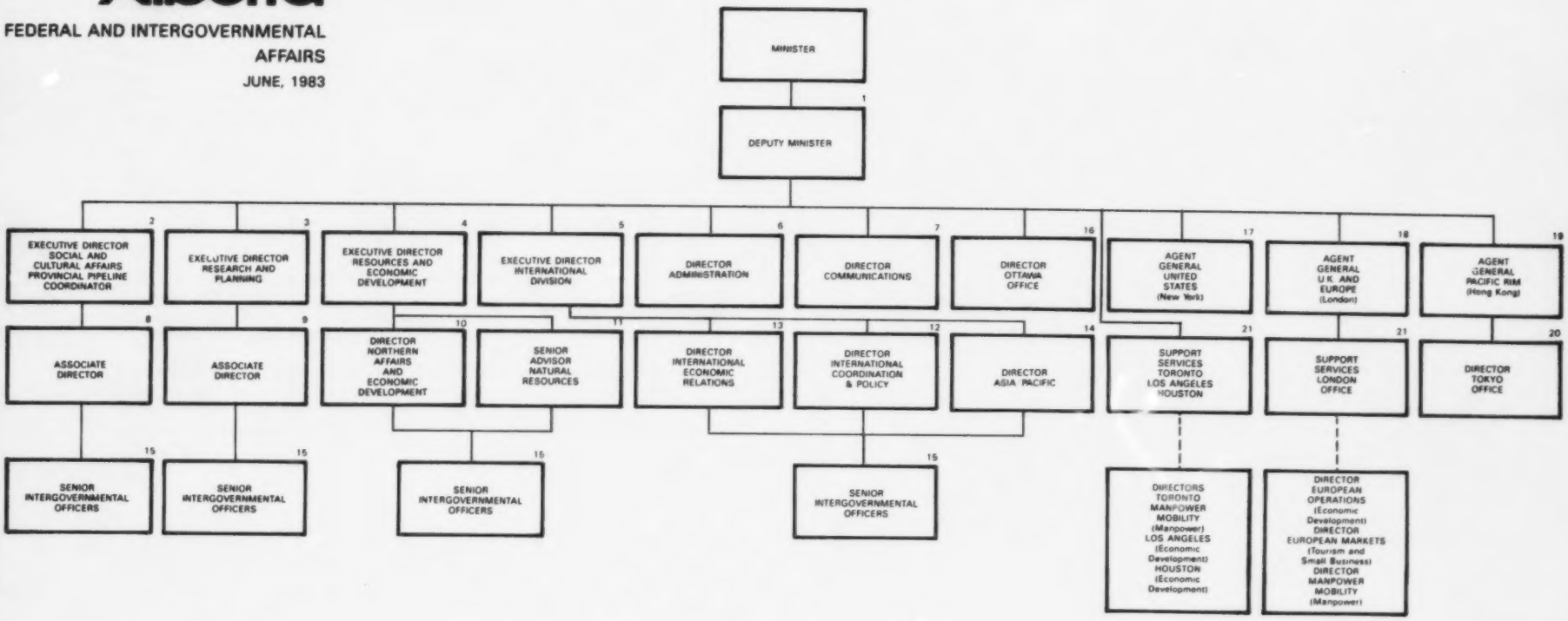
24 DIRECTOR, ENVIRONMENTAL ASSESSMENT DIVISION — Responsible for the administration of departmental legislation pertaining to coordination including community affairs services, the Remote Sensing Centre and the Environmental Impact Assessment review.

25 EXECUTIVE DIRECTOR, ALBERTA ENVIRONMENTAL CENTRE — Responsible for planning, equipping, staffing and operating new laboratory under construction, developing and reviewing programs for all departments involved, coordinating laboratory operations, and advising on needs in scientific and technical areas.

Alberta

FEDERAL AND INTERGOVERNMENTAL AFFAIRS

JUNE, 1983



1 DEPUTY MINISTER — Administers all departmental functions, coordinates the conduct of all intergovernmental activities, and is responsible for the out-of-province Alberta government offices.

2 EXECUTIVE DIRECTOR, SOCIAL AND CULTURAL AFFAIRS — Coordinates, investigates and makes recommendations on all intergovernmental aspects on a range of issues with a social or cultural dimension, including multiculturalism, bilingualism, health, hospitals, medical care, education, manpower, immigration, justice, corrections, Native affairs, urban affairs, housing, culture, recreation, parks, wildlife and labour.

Provincial Pipeline Coordinator — Coordinates all government activities with respect to the Alaska Highway Gas Pipeline.

3 EXECUTIVE DIRECTOR, RESEARCH AND PLANNING — Coordinates, researches, makes recommendations on such items as constitutional affairs, federal-provincial fiscal and economic relations, institutions of federalism, national unity and special projects. Provides on-going assessment of federal-provincial and interprovincial relations in general.

4 EXECUTIVE DIRECTOR, RESOURCES AND ECONOMIC DEVELOPMENT — Coordinates, investigates and makes recommendations on all intergovernmental aspects of energy and natural resources, industrial development, tourism, agriculture, transportation, environment, communications, national defence, DREE, consumer and corporate affairs, and northern affairs.

5 EXECUTIVE DIRECTOR, INTERNATIONAL DIVISION — Coordinates, monitors and makes recommendations on intergovernmental aspects of Alberta's international activities, especially trade, foreign investment and energy; special relationships with sub-national governments in Asia; Canada-U.S. relations; economic cooperation agreements with the EEC, Japan, USSR and many other countries; international culture, aid, educational and scientific activities. Also responsible for foreign office policy; certain international visits to and from Alberta; and background briefing on foreign countries for Alberta representatives.

6 DIRECTOR, ADMINISTRATION — Responsible for the provision and coordination of general administrative and financial support services including personnel, finance, library and records management.

7 DIRECTOR, COMMUNICATIONS — Responsible for directing all public relations, advertising, information services, printing and related requirements of the department.

8 ASSOCIATE DIRECTOR, SOCIAL AND CULTURAL AFFAIRS — Coordinates, investigates and makes recommendations in the areas of Native affairs and science and technology from an intergovernmental perspective. Assists the executive director with all operations of the division and in the absence of the executive director, assumes the overall responsibility for the division.

9 ASSOCIATE DIRECTOR, RESEARCH AND PLANNING — Responsible for special projects in areas such as fiscal federalism and the Constitution; assists in the coordination of the division's work; suggests and oversees special areas of study which require research analysis by the senior intergovernmental officers and research officers. Acting executive director when executive director is absent.

10 DIRECTOR, NORTHERN AFFAIRS AND ECONOMIC DEVELOPMENT, RESOURCES AND ECONOMIC DEVELOPMENT — Responsible for coordinating and furthering Alberta activities with the Governments of the Yukon and the Northwest Territories in order to enhance and strengthen Alberta's position of "Gateway to the North". Develops policy and strategy recommendations and advises on intergovernmental matters as they relate to economic development. Assumes responsibility for the Resources and Economic Development Division in the absence of the executive director.

11 SENIOR ADVISOR, NATURAL RESOURCES, RESOURCE AND ECONOMIC DEVELOPMENT — Responsible for developing policy and strategy recommendations and advising on intergovernmental matters as they relate to non-renewable resources and energy.

12 DIRECTOR, INTERNATIONAL COORDINATION AND POLICY, INTERNATIONAL DIVISION — Acts as deputy executive director; supervises the senior officer — visits and missions, the research officer and temporary research staff. Monitors Canadian foreign policy; coordinates international cultural, educational and aid policies and activities; monitors Alberta's interests and developments in Latin America and Western Europe; liaison with Alberta House in London.

13 DIRECTOR, INTERNATIONAL ECONOMIC RELATIONS, INTERNATIONAL DIVISION — Analyses and interprets international and federal government developments in the area of international economic relations focusing on trade issues, economic policies and international energy relations to determine their potential impact on Alberta trade, development and energy interests; monitors Alberta's interests and developments in the Middle East; coordinates and initiates recommendations regarding Alberta initiatives related to international institutions such as the General Agreement on Tariffs and Trade (GATT) and the International Energy Agency (IEA).

14 DIRECTOR, ASIA/PACIFIC, INTERNATIONAL DIVISION — Develops and coordinates Alberta's three special relationships (Hokkaido, Heilongjiang, Gangweon-do); monitors, analyses and makes recommendations on international developments and Alberta activities and strategies in the Asian Pacific Rim; liaison with Alberta's offices in Hong Kong and Tokyo; advisor on international legal matters; monitors Alberta's involvement in international agreements.

15 SENIOR INTERGOVERNMENTAL OFFICERS — Represent Alberta at intergovernmental meetings, negotiate and assess intergovernmental agreements, maintain liaison with other Alberta departments, chair interdepartmental coordinating committees, and initiate and supervise research of junior staff in assigned areas.

16 DIRECTOR, OTTAWA OFFICE — Provides Alberta departments with information on current developments and activities in Ottawa which relate to Alberta policies and programs, represents the Alberta government in Ottawa on request, and coordinates and facilitates the conduct of Alberta government business in Ottawa.

17 AGENT GENERAL, UNITED STATES — Coordinates the interdepartmental activities of the Alberta government in United States, especially in the areas of finance and investment, and assessment of United States government policies affecting Alberta's energy, trade and economic relations.

18 AGENT GENERAL, U.K. AND EUROPE — Coordinates the interdepartmental activities of the Alberta government in the United Kingdom and Europe, especially in the areas of economic development, tourism and manpower, and

represents Alberta at business and government levels and on state occasions.

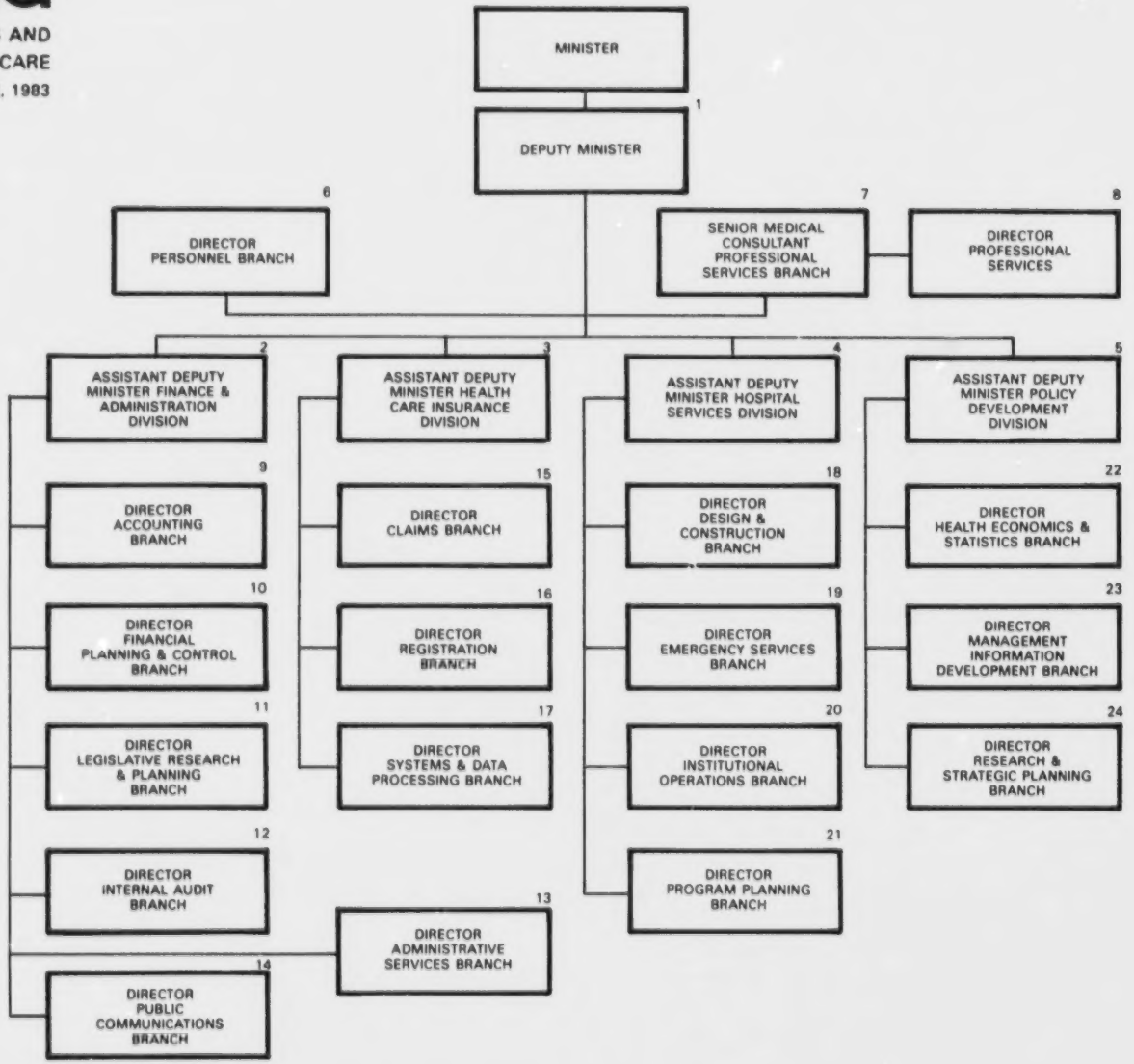
19 AGENT GENERAL, PACIFIC RIM — Coordinates interdepartmental initiatives and activities of the Alberta government in China and Southeast Asia, especially in areas of agriculture and economic development, represents Alberta at business and government levels, and provides Alberta departments with information on current developments and activities in the Pacific Rim.

20 DIRECTOR, TOKYO OFFICE — Coordinates the interdepartmental initiatives and activities of the Alberta government in Japan and Korea, especially in areas of economic development, agriculture, culture and tourism; provides Alberta departments with information on current developments and activities in Japan and Korea, and represents Alberta at business and government levels.

21 SUPPORT SERVICES, TORONTO, LOS ANGELES, HOUSTON AND LONDON OFFICES — Provide clerical, stenographic and research support for representatives of other government departments.

Alberta

HOSPITALS AND
MEDICAL CARE
JUNE, 1983



1 DEPUTY MINISTER — Responsible for the overall management of the hospital section of the department, for coordination and monitoring of the construction and operations of the active treatment and auxiliary hospitals and nursing homes throughout the province, including the formulation of long term health care delivery plans, objectives and policies, and for the general management, coordination and control of the operations of the Alberta Health Care Insurance Plan.

2 ASSISTANT DEPUTY MINISTER, FINANCE AND ADMINISTRATION DIVISION —Responsible for operational and capital budget development, and for ensuring that the department's financial commitments are carried out effectively in accordance with sound financial management control.

3 ASSISTANT DEPUTY MINISTER, HEALTH CARE INSURANCE DIVISION — Responsible for the delivery of provincial government health insurance programs.

4 ASSISTANT DEPUTY MINISTER, HOSPITAL SERVICES DIVISION — Responsible for managing the funding of planning, construction and operation of all active treatment and auxiliary hospitals, and for providing operating funds for all nursing homes.

5 ASSISTANT DEPUTY MINISTER, POLICY DEVELOPMENT DIVISION — Responsible for identifying and recommending major policy and strategic planning options, pertinent research, and coordinating policy, research and program evaluation activities at all government levels.

6 DIRECTOR, PERSONNEL BRANCH — Responsible for personnel programs of organization development, salary and benefits administration, job classification, selection and recruitment, staff relations, and employee counselling.

7 SENIOR MEDICAL CONSULTANT, PROFESSIONAL SERVICES BRANCH — Provides professional expertise in relation to programs, liaison with professional associations, health economics, and maintenance of assessment practices.

8 DIRECTOR, PROFESSIONAL SERVICES — Responsible for developing claims assessment policies, reviewing complex or unusual claims, recommending additional health care services, reviewing practitioners' patterns of practice, identifying and analyzing any changes in patterns; also, for managing the Statement of Benefits program.

9 DIRECTOR, ACCOUNTING BRANCH — Responsible for controllership in the processing of payments and receipts, establishing and maintaining accounting records and procedures, collecting and refunding health care insurance premiums.

10 DIRECTOR, FINANCIAL PLANNING & CONTROL BRANCH — Responsible for the coordination, preparation and control of the department's operating, capital and Alberta Heritage Savings Trust Fund budgets.

11 DIRECTOR, LEGISLATIVE RESEARCH AND PLANNING BRANCH — Responsible for legislative and regulatory changes, and for preparing orders in council, ministerial orders, agreements and contracts, including nursing home contracts; also, for board reviews of hospital district boundary changes, third party liability claims and interpreting all legislative and legal matters.

12 DIRECTOR, INTERNAL AUDIT BRANCH — Responsible for the design of an effective internal audit function throughout the department and for conducting operational audits to ensure that procedures and controls are adequate.

13 DIRECTOR, ADMINISTRATIVE SERVICES BRANCH — Responsible for managing administrative support services including library, printing, supplies and accommodation.

14 DIRECTOR, PUBLIC COMMUNICATIONS BRANCH — Responsible for information and public relations functions for the department to assist in making known department objectives, programs and policies.

15 DIRECTOR, CLAIMS BRANCH — Responsible for the assessment and payment of claims for basic health services, dental and optical benefits under the extended health benefits program, and out of province hospital and medical claims.

16 DIRECTOR, REGISTRATION BRANCH — Responsible for registration of all residents, registration maintenance, premium billing and information services.

17 DIRECTOR, SYSTEMS AND DATA PROCESSING BRANCH — Responsible for providing computer and administrative systems development, maintenance and operation of existing systems, data processing services and micrographic services to the department.

18 DIRECTOR, DESIGN AND CONSTRUCTION BRANCH — Responsible for managing the capital construction program, the non-routine maintenance program and equipment purchases to effectively control scope, cost and timing on all projects, and for establishing hospital design guidelines.

19 DIRECTOR, EMERGENCY SERVICES BRANCH — Responsible for planning, managing and evaluating an emergency services program in support of the hospital system.

20 DIRECTOR, INSTITUTIONAL OPERATIONS BRANCH — Responsible for managing the financial resources available to all hospitals and nursing homes in the province, monitoring their resource control performance, developing and ensuring acceptable standards of institutional health care, and providing a consulting service on request to hospitals and nursing homes in pharmacy, dietetics, patient care services, finance and administration.

21 DIRECTOR, PROGRAM PLANNING BRANCH — Responsible for program planning development in the capital planning process to ensure effective long term service delivery throughout the province.

22 DIRECTOR, HEALTH ECONOMICS AND STATISTICS BRANCH — Responsible for initiating, administering and coordinating policy oriented health economics research and statistical data gathering activities for the department, participating in the formulation and assessment of department policy for health care delivery and health resources deployment, the branch acting as a focal point for federal/provincial and interprovincial coordination of health economics research.

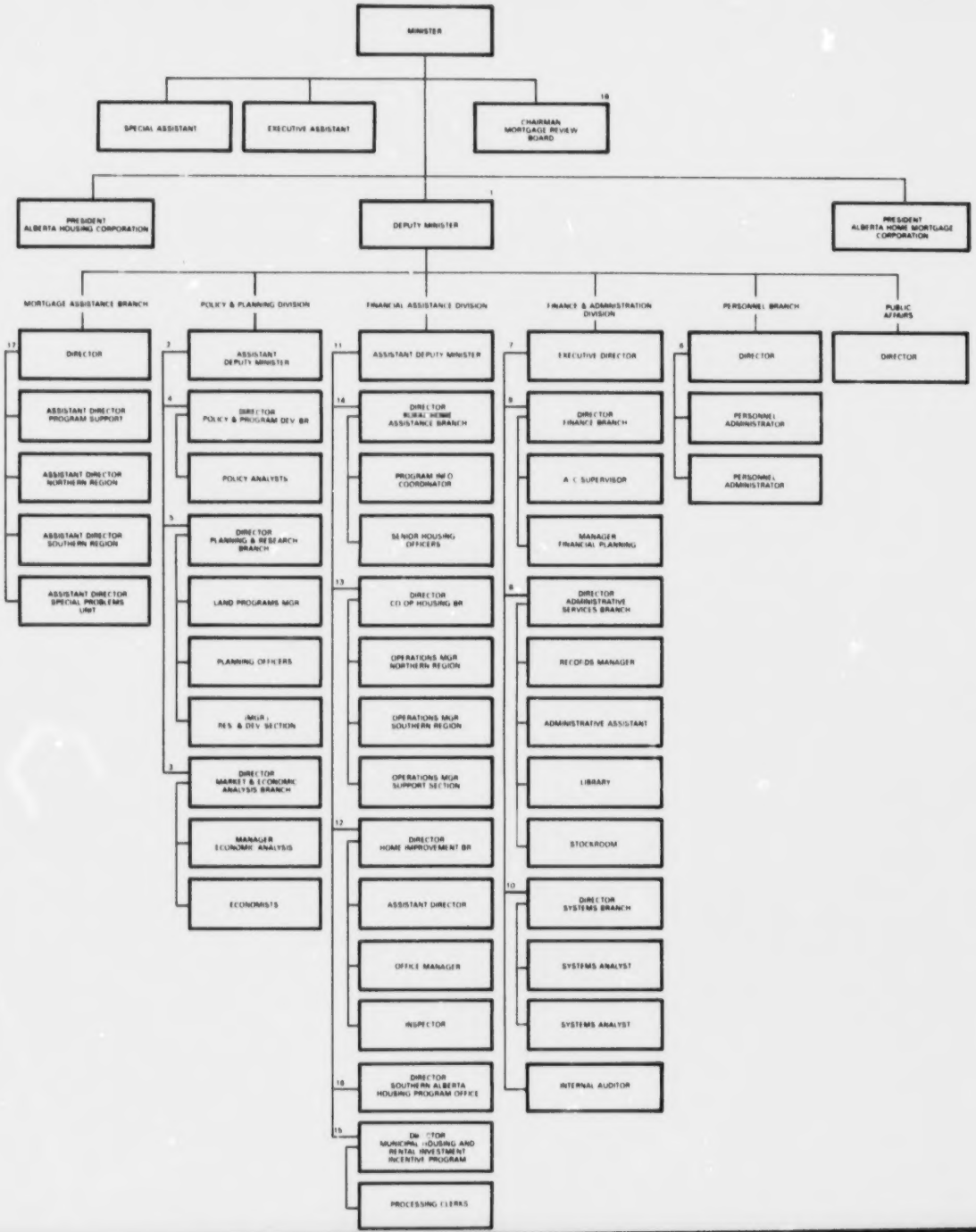
23 DIRECTOR, MANAGEMENT INFORMATION DEVELOPMENT BRANCH — Responsible for management information systems design and development, the approval of institutional systems proposals and the coordination of interprovincial information exchange.

24 DIRECTOR, RESEARCH AND STRATEGIC PLANNING BRANCH — Responsible for conducting research, identifying long term program strategy and developing policy options for the province's institutional health care as well as for an overall review and documentation of health programs funded by the department, ensuring that each new program is evaluated, and for the evaluation of internal departmental programs and selected existing institutional programs.

Alberta

HOUSING

JUNE, 1983



1 DEPUTY MINISTER — Responsible for the administration, coordination, and control of all line and staff personnel, and functions as board member of the Alberta Housing Corporation and Alberta Home Mortgage Corporation.

2 ASSISTANT DEPUTY MINISTER, POLICY AND PLANNING DIVISION — Responsible for the direction and coordination of the various specialized functions ascribed to the three integral branches of the Policy and Planning Division.

3 DIRECTOR, MARKET AND ECONOMIC ANALYSIS BRANCH — Responsible for providing a statistical information and forecast network to facilitate research for the division.

4 DIRECTOR, POLICY AND PROGRAM DEVELOPMENT BRANCH — Responsible for the conceptualization and development of new policies and programs, together with the discretionary amendment of existing commitment of all programs.

5 DIRECTOR, PLANNING AND RESEARCH BRANCH — Responsible for the monitoring of the housing market force, determining and recommending long term programs to maintain balance between supply and demand on all types of housing in Alberta and delivery of the Innovative Housing Grant program.

6 DIRECTOR, PERSONNEL — Responsible for the organization and administration of the personnel program and for providing consultant services to departmental management and staff.

7 EXECUTIVE DIRECTOR, FINANCE AND ADMINISTRATION DIVISION — Directs and coordinates departmental support services, including accounting, budgeting, and administrative services.

8 DIRECTOR, ADMINISTRATIVE SERVICES BRANCH — Responsible for general administration, including contracts, space, departmental policy and procedures manual, and for the implementation of the Summer Temporary Employment program and Priority Employment program.

9 DIRECTOR, FINANCE BRANCH — Directs and coordinates departmental budget, payment of accounts and collection of revenue.

10 DIRECTOR, SYSTEMS BRANCH — Develops plans and objectives for the information systems of the department.

11 ASSISTANT DEPUTY MINISTER, FINANCIAL ASSISTANCE DIVISION — Responsible for the direction and coordination of five branches charged with the delivery of housing assistance programs.

12 DIRECTOR, HOME IMPROVEMENT BRANCH — Responsible for the coordination and implementation of the Seniors' Home Improvement program, the Senior Citizens' Home Improvement program, Alberta Pioneers' Repair program and the Handicapped Assistance program.

13 DIRECTOR, CO-OP HOUSING BRANCH — Responsible for the coordination and counselling of all self housing programs in the province and the Rural and Native Housing program.

14 DIRECTOR, RURAL HOME ASSISTANCE BRANCH — Responsible for coordination and implementation of the Rural Home Assistance programs in the isolated communities and Metis settlements, and the Housing Repair program.

15 DIRECTOR, MUNICIPAL HOUSING AND RENTAL INVESTMENT INCENTIVE PROGRAM — Responsible for the Alberta Municipal Housing Incentive program, the Senior Citizen Lodge Assistance program, the Senior Citizen Unique Homes program, and the Rental Investment Incentive program.

16 DIRECTOR, SOUTHERN ALBERTA HOUSING PROGRAM OFFICE — Responsible for the distribution of information on housing programs to the general public and clients in southern Alberta.

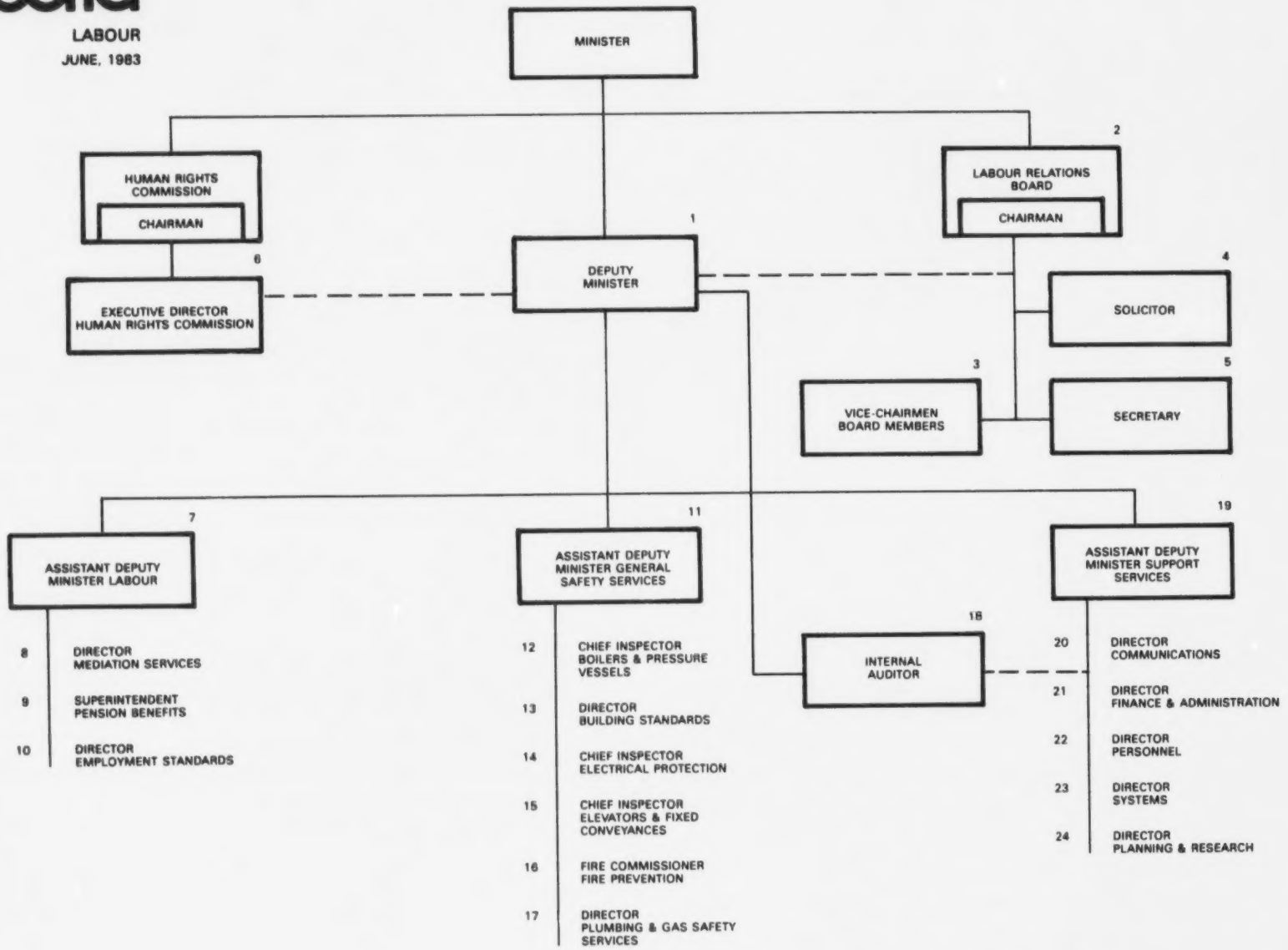
17 DIRECTOR, MORTGAGE ASSISTANCE BRANCH — Responsible for delivery of the Alberta Heritage Fund Mortgage Interest Reduction program.

18 CHAIRMAN, MORTGAGE REVIEW BOARD — Responsible for the provision of the appeal process for recipients of the Alberta Heritage Fund Mortgage Interest Reduction program.

Alberta

LABOUR

JUNE, 1983



1 DEPUTY MINISTER — Acts as chief executive officer and is responsible for the administration, coordination and control of all line and staff functions within the department.

2 CHAIRMAN, LABOUR RELATIONS BOARD — Responsible for the operation of the Labour Relations Board and the administration of the Labour Relations Act. Chairs hearings. Directs the board with respect to policy formulation, advises employers, trade unions, and government with respect to the Labour Relations Act. Is the principal administrator and judicial officer of the board.

3 VICE-CHAIRMEN/BOARD MEMBERS — Chairs board hearings, directs the board through its decision making process, and is responsible for development and application for all board policies and practices. Directs functions of the board as delegated during the absence of the Board Chairman.

4 SOLICITOR — Advises the board of all legal matters pertaining to the board's operations. Represents the board in court proceedings respecting board decisions.

5 SECRETARY — Administers the staff of the board, liaises with the public, organized labour and industry regarding the board's activities and policies, provides assistance to the board and other jurisdictions in matters relating to the policies and procedures of the board and is responsible for the processing of applications made to the board. Is responsible to the chairman for the administration of the board. Supervises processing of applications by Board Registrars.

6 EXECUTIVE DIRECTOR, HUMAN RIGHTS COMMISSION — Responsible to the chairman of the commission for the administration of educational and enforcement programs directed towards the ultimate elimination of prejudice and discrimination in Alberta.

7 ASSISTANT DEPUTY MINISTER, LABOUR — Administers programs designed to develop effective and responsible relationships between labour and management.

8 DIRECTOR, MEDIATION SERVICES — Responsible for the supervision of mediation and preventive mediation services in collective bargaining activities.

9 SUPERINTENDENT, PENSION BENEFITS — Safeguards the rights of employees affected by pension plans through administration and enforcement of the Pension Benefits Act.

10 DIRECTOR, EMPLOYMENT STANDARDS — Administers and directs investigations, general inspections and prosecutions under the Employment Standards Act and the Industrial Wages Security Act.

11 ASSISTANT DEPUTY MINISTER, GENERAL SAFETY SERVICES — Responsible for the administration, control and coordination of safety inspection and educational services provided by the division.

12 CHIEF INSPECTOR, BOILERS AND PRESSURE VESSELS — Administers the Boilers and Pressure Vessels Act and regulations which provide for the safe design, construction, installation and operation of boilers and pressure vessels.

13 DIRECTOR, BUILDING STANDARDS — Responsible for the administration and enforcement of the Alberta Uniform Building Standards Act and pursuant regulations.

14 CHIEF INSPECTOR, ELECTRICAL PROTECTION — Develops and applies safety standards and regulations governing the installation and maintenance of materials and equipment required in the generation, distribution and utilization of electricity.

15 CHIEF INSPECTOR, ELEVATORS AND FIXED CONVEYANCES — Administers the Elevator and Fixed Conveyances Act and regulations which provide for the safe design, construction, installation and operation of elevators and fixed conveyances.

16 FIRE COMMISSIONER, FIRE PREVENTION — Coordinates the activities of the branch to prevent loss of life and destruction of property caused by uncontrolled fire.

17 DIRECTOR, PLUMBING AND GAS SAFETY SERVICES — Administers the Gas Protection Act regarding safety in the installation, transmission, distribution, supply and use of gas. Administers the Plumbing and Drainage Act and regulations relative to the installation and safety of materials and equipment in plumbing systems.

18 INTERNAL AUDITOR — Conducts independent financial and management systems audits.

19 ASSISTANT DEPUTY MINISTER, SUPPORT SERVICES — Administers programs for planning and policy formulation, the provision of advisory services and implementation decisions with respect to departmental research and planning, financial, administrative, personnel, systems, communications, and financial and management audit services.

20 DIRECTOR, COMMUNICATIONS — Responsible for the provision of advisory services and coordinating public relations, advertising, information services and related communications requirements of the department.

21 DIRECTOR, FINANCE AND ADMINISTRATION — Responsible for the provision of advisory services and the planning, development and administration of policies and procedures for accounting, financial control, budgeting, inventory, space, and other financial and administrative matters.

22 DIRECTOR, PERSONNEL — Responsible for the provision of advisory services and the planning, development, implementation and administration of departmental personnel, manpower planning and organizational development services.

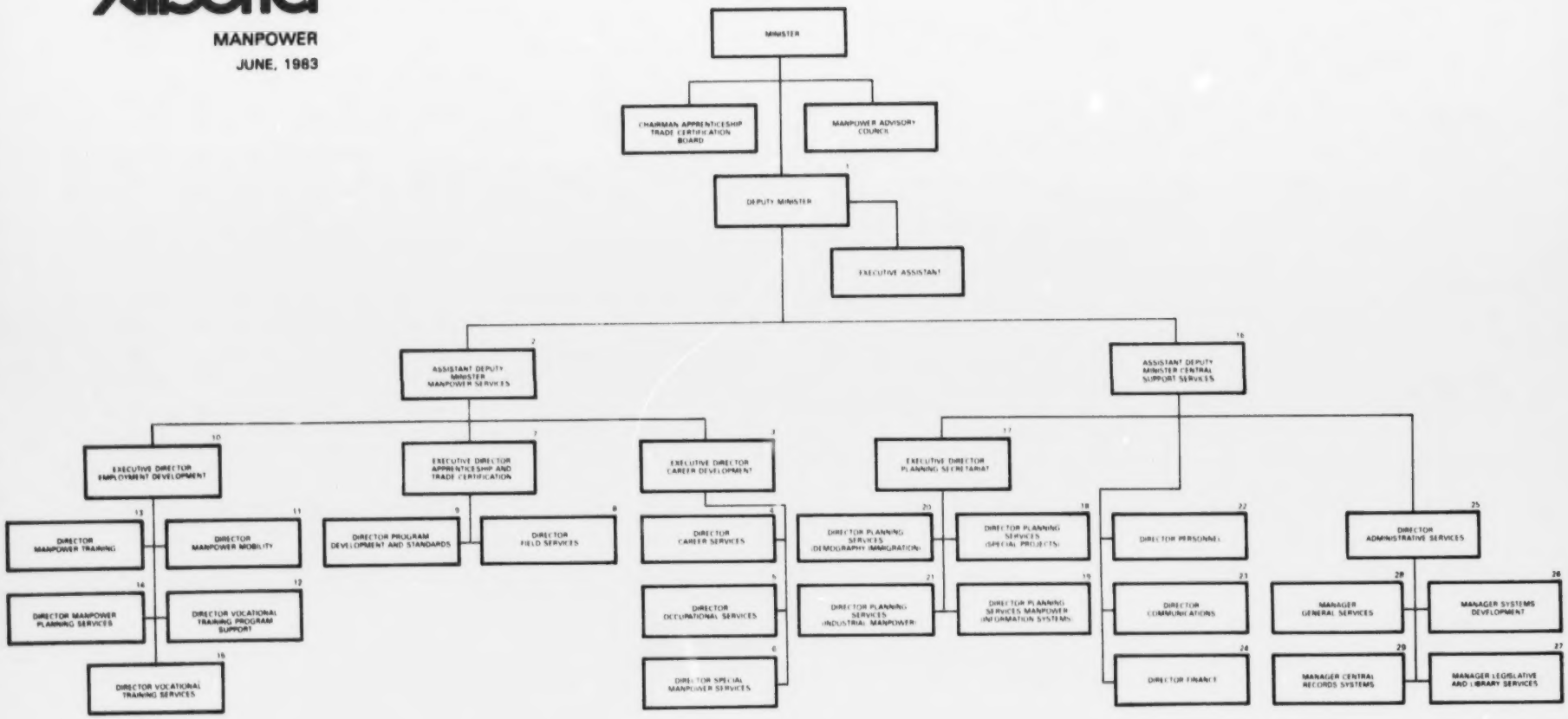
23 DIRECTOR, SYSTEMS — Responsible for the provision of advisory services and the planning, development, implementation and maintenance of all departmental management information systems, including the implementation and utilization of technological resources.

24 DIRECTOR, PLANNING AND RESEARCH — Provides advisory services and coordinates departmental planning and research, including the planning, development, implementation, analysis, evaluation and administration of information, statistics and library activities.

Alberta

MANPOWER

JUNE, 1983



1 DEPUTY MINISTER — As the chief executive officer of the department is responsible for the management, coordination and control of all departmental functions, provides advice to the minister on manpower policies and programs, and translates ministerial policies into plans and programs.

2 ASSISTANT DEPUTY MINISTER, MANPOWER SERVICES — Responsible for leadership and direction required in the management of the activities of the employment development, career development and apprenticeship areas of the division.

3 EXECUTIVE DIRECTOR, CAREER DEVELOPMENT — Responsible for the improvement in patterns and quality of career transitions by Albertans so as to permit both human and economic growth and development in the province.

4 DIRECTOR, CAREER SERVICES — Responsible for collection and organization of career information into an effective mechanism for providing career information to Albertans, and for providing direct counselling services to Albertans in a number of decentralized locations.

5 DIRECTOR, OCCUPATIONAL SERVICES — Responsible for the development and delivery of programs to assist northern Alberta residents to take advantage of employment opportunities and for programs designed to aid in the adjustment of newcomers to life in Alberta.

6 DIRECTOR, SPECIAL MANPOWER SERVICES — Responsible for the development, coordination and implementation of programs and services required to meet the special employment needs of Albertans.

7 EXECUTIVE DIRECTOR, APPRENTICESHIP AND TRADE CERTIFICATION — Responsible for the coordination of training of apprentices, the certification of tradesmen designated in the Manpower Development Act, and the management of the branch.

8 DIRECTOR, FIELD SERVICES — Responsible for the coordination of regular field inspections to counsel employers and employees in matters related to apprenticeship training and tradesman certification, and for the application and enforcement of relative sections of the Manpower Development Act.

9 DIRECTOR, PROGRAM DEVELOPMENT AND STANDARDS — Responsible for the planning, development, and implementation of technical training and certification programs authorized under the Manpower Development Act.

10 EXECUTIVE DIRECTOR, EMPLOYMENT DEVELOPMENT — Responsible for the coordination, development, provision and monitoring of programs and services which address the manpower needs and concerns of Alberta employers.

11 DIRECTOR, MANPOWER MOBILITY — Responsible for the development and implementation of migration/immigration related programs including labour force recruiting, entrepreneurial immigration, social immigration and information dissemination delivered through several offices within and outside of Alberta.

12 DIRECTOR, VOCATIONAL TRAINING PROGRAM SUPPORT — Responsible for the arrangement and purchase of vocational training programs; the coordination and purchase of training places for the Canada Employment Commission; and the supply of materials for the Small Business Management program.

13 DIRECTOR, MANPOWER TRAINING — Responsible for developing policy recommendations, guidelines and regulations pertaining to the operations of manpower training services in the province.

14 DIRECTOR, MANPOWER PLANNING SERVICES — Responsible for providing a manpower planning assistance service to employers in the province.

15 DIRECTOR, VOCATIONAL TRAINING SERVICES — Responsible for vocational counselling and assessment, and financial assistance to students associated with the Alberta Vocational Training program and the Vocational Rehabilitation of Disabled Persons program.

16 ASSISTANT DEPUTY MINISTER, CENTRAL SUPPORT SERVICES — Responsible for coordinating and controlling the development and operations of departmental support services including strategic and policy planning, finance, personnel, communications, systems development, legislative and other administrative services.

17 EXECUTIVE DIRECTOR, PLANNING SECRETARIAT — Responsible for development of conceptual and strategic plans, forecasting, research and analysis of policy alternatives.

18 DIRECTOR, PLANNING SERVICES (SPECIAL PROJECTS) — Responsible for the development of information on manpower supply potential as it relates to the available supply produced by education institutions, industrial training programs and others. Analyses information and develops recommendations for departmental policy and programs. Manages other special projects as requested.

19 DIRECTOR, PLANNING SERVICES MANPOWER (INFORMATION SYSTEMS) — Responsible for the development and operation of a manpower information system, including the preparation of forecasts of manpower requirements, projections of occupational demand and supply and the analysis of manpower trends.

20 DIRECTOR, PLANNING SERVICES (DEMOGRAPHY AND IMMIGRATION) — Responsible for the development of policy alternatives, long range plans, and research and information systems in the areas of demography, immigration and special needs population.

21 DIRECTOR, PLANNING SERVICES (INDUSTRIAL MANPOWER) — Responsible for monitoring developments in the industrial sector as they relate to manpower supply and demand. Collects and analyses data, identifies implications for department and develops proposals, for appropriate employment strategies and training programs to address the identified issues.

22 DIRECTOR, PERSONNEL — Responsible for the planning, development, implementation and administration of department's personnel program, advises deputy minister, assistant deputy ministers and department managers on personnel policy.

23 DIRECTOR, COMMUNICATIONS — Responsible for directing all public relations, advertising, information services, printing and related requirements of the department.

24 DIRECTOR, FINANCE — Responsible for the budgeting, disbursement, monitor-

ing, and control of departmental funds and for the development and implementation of such policies, procedures and financial systems as are required to ensure the efficient and effective financial management of the department.

25 DIRECTOR, ADMINISTRATIVE SERVICES — Responsible for administrative services to the department including systems development, general services, legislative and library services and records management.

26 MANAGER, SYSTEMS DEVELOPMENT — Responsible for the development of policies and procedures related to systems development for the department and the coordination of programs in this area.

27 MANAGER, LEGISLATIVE AND LIBRARY SERVICES — Responsible for coordinating services related to legal and legislative aspects of department operations and managing departmental library services.

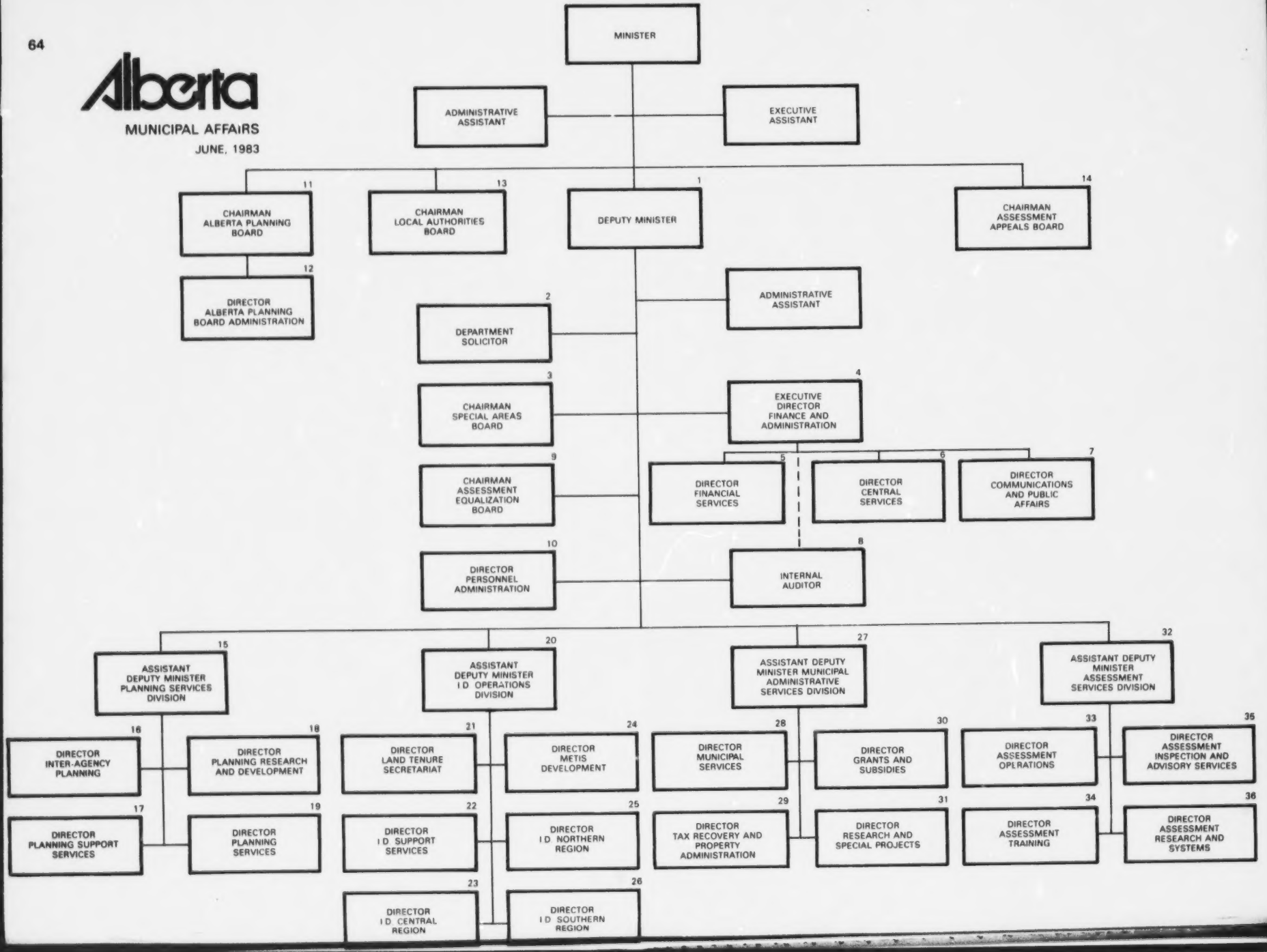
28 MANAGER, GENERAL SERVICES — Responsible for coordinating general services pertaining to accommodation, supplies and equipment acquisition, inventory control and departmental mail and messenger services.

29 MANAGER, CENTRAL RECORDS SYSTEMS — Responsible for the development, implementation and management of the Records Management program for Alberta Manpower and its field offices.

Alberta

MUNICIPAL AFFAIRS

JUNE, 1983



1 DEPUTY MINISTER — Acts as the chief executive officer and is responsible for the administration, coordination and control of all line and staff functions within the department.

2 DEPARTMENT SOLICITOR — Represents the department on all legal matters, interprets legislation, drafts all legal documents, and provides legal advice.

3 CHAIRMAN, SPECIAL AREAS BOARD — Provides complete local government services for Special Areas including taxation, licences, permits, leases, local works and improvements.

4 EXECUTIVE DIRECTOR, FINANCE AND ADMINISTRATION — Provides centralized administrative services to the department including the development of a financial advisory, budgeting and accounting service, internal audit, and a taxation service for Improvement Districts and Special Areas.

5 DIRECTOR, FINANCIAL SERVICES — Responsible for the administration of department accounting and financial reporting, financial management and information system, cash receiving and disbursements, budgeting, financial planning and control, purchasing, and ratepayers property taxation accounts.

6 DIRECTOR, CENTRAL SERVICES — Responsible for the administration of departmental electronic data processing, support services, records management and library.

7 DIRECTOR, COMMUNICATIONS AND PUBLIC AFFAIRS — Handles public relations needs of the department, promotes and makes known the policies, services and programs of Alberta Municipal Affairs, and provides a liaison office between the public and the department.

8 INTERNAL AUDITOR — Establishes and carries out an audit program to determine that internal control systems of the department exist with respect to each fund, to ensure that consistent accounting practices are being applied, and to ensure that operational efficiency, economy and effectiveness are evident in all departmental operations.

9 CHAIRMAN, ASSESSMENT EQUALIZATION BOARD — Determines assessment on an equalized basis among all municipal governments, Improvement Districts and Special Areas.

10 DIRECTOR, PERSONNEL ADMINISTRATION — Responsible for the administration of the personnel program, providing personnel consultant services to departmental management, and advising and guiding all departmental employees on personnel matters.

11 CHAIRMAN, ALBERTA PLANNING BOARD — Interdepartmental in composition and appointed by order in council, the board has an administrative role for planning policies, in the administration of the Planning Act and in regional planning activities, and a quasi-judicial role when hearing and rendering decisions in the subdivision of land.

12 DIRECTOR, ALBERTA PLANNING BOARD ADMINISTRATION — Full time board member and director of administration. Responsible for coordinating the activities of the board and implementing its decisions, ensuring that meetings and hearings are held to deal with board matters expeditiously.

13 CHAIRMAN, LOCAL AUTHORITIES BOARD — Approves all debenture issues of municipalities and school authorities, receives and holds hearings on all applications by municipalities and private owners for the annexation of land to cities, towns, villages and other municipalities, and makes recommendations thereon to the Executive Council.

14 CHAIRMAN, ASSESSMENT APPEAL BOARD — Heads a quasi-judicial tribunal hearing appeals and rendering decisions with respect to property valuations made to establish equitable bases for the taxing authorities within the province.

15 ASSISTANT DEPUTY MINISTER, PLANNING SERVICES DIVISION — Provides overall direction for professional planning services including province-wide planning research, advisory services to Regional Planning Commissions and the delivery of planning services to areas outside the Regional Planning Commission.

16 DIRECTOR, INTER-AGENCY PLANNING — Provides planning advisory services to Regional Planning Commissions and government agencies, conducts multi-disciplinary planning projects requiring inter-departmental coordination, and arranges planning seminars and conferences.

17 DIRECTOR, PLANNING SUPPORT SERVICES — Provides administrative support, land use mapping, graphics, engineering services and other planning related technical support for the planning elements of the organization.

18 DIRECTOR, PLANNING, RESEARCH AND DEVELOPMENT — Undertakes planning research, formulates provincial policy recommendations respecting planning and development, and provides specialized planning research for Planning Services Division and other government departments.

19 DIRECTOR, PLANNING — Provides planning services to areas outside of Regional Planning Commissions' jurisdiction such as subdivision and application processing, by-law preparation and amendments, special planning areas, municipal and regional planning advisory services.

20 ASSISTANT DEPUTY MINISTER, IMPROVEMENT DISTRICTS OPERATIONS DIVISION — Provides local government services for Improvement Districts throughout the province, and administers the Land Tenure and Metis Development programs.

21 DIRECTOR, LAND TENURE SECRETARIAT — Assists residents to obtain land tenure in selected unorganized communities within the northern Green Zone and provides relevant educational programs.

22 DIRECTOR, IMPROVEMENT DISTRICTS SUPPORT SERVICES — Responsible for providing financial, administrative, assessment and program services to Improvement Districts, Land Tenure and Metis Settlements and for liaison with other departments and agencies regarding programs, services, grants and other financial support.

23, 25, 26 REGIONAL DIRECTORS, IMPROVEMENT DISTRICTS — Supervise the Improvement Districts' managers within three regions of the province, liaise with other departments at the field level to obtain maximum support for programs and services, promote incorporation and develop policy.

24 DIRECTOR, METIS DEVELOPMENT — Administers eight Metis settlement areas to develop and improve physical, social and recreational services and facilities.

27 ASSISTANT DEPUTY MINISTER, MUNICIPAL ADMINISTRATION DIVISION — Assists organized local governments to effectively and economically meet the needs of their citizens through the provisions of grants and subsidies, counselling and advisory services, tax recovery services, legislation review, research and special studies, and communications.

28 DIRECTOR, MUNICIPAL SERVICES — Monitors municipal government operations for conformance to enabling legislation, provides municipal advisory and consulting services to municipalities, government departments and the general public, and gathers and publishes statistical data relating to municipal operations.

29 DIRECTOR, TAX RECOVERY AND PROPERTY ADMINISTRATION — Examines conditions pertaining to tax forfeiture, tax eviction and other real property tax problems while ensuring the rights of citizens and governments are upheld.

30 DIRECTOR, GRANTS AND SUBSIDIES — Administers the homeowners' and renters' grants provided to citizens of Alberta, and the municipal assistance and shared grants to local municipal governments.

31 DIRECTOR, RESEARCH AND SPECIAL PROJECTS — Acts as liaison with other departments to consolidate and analyse information on policies and programs affecting urban areas, conducts research and prepares reports on urban policy, and undertakes other projects referred by the minister or deputy minister.

32 ASSISTANT DEPUTY MINISTER, ASSESSMENT SERVICES DIVISION — Responsible for the overall direction of equitable assessments throughout the province, providing staff to complete assessments when requested and providing inspections and advisory services to municipalities and assessors, and for training assessors and preparing the assessment manual.

33 DIRECTOR, ASSESSMENT OPERATIONS — Provides real property assessment services including industrial and electric power and pipe line assessments for local governments and other provincial agencies.

34 DIRECTOR, ASSESSMENT TRAINING — Administers a diversified program of educational services for provincial and municipal staffs engaged in property evaluation.

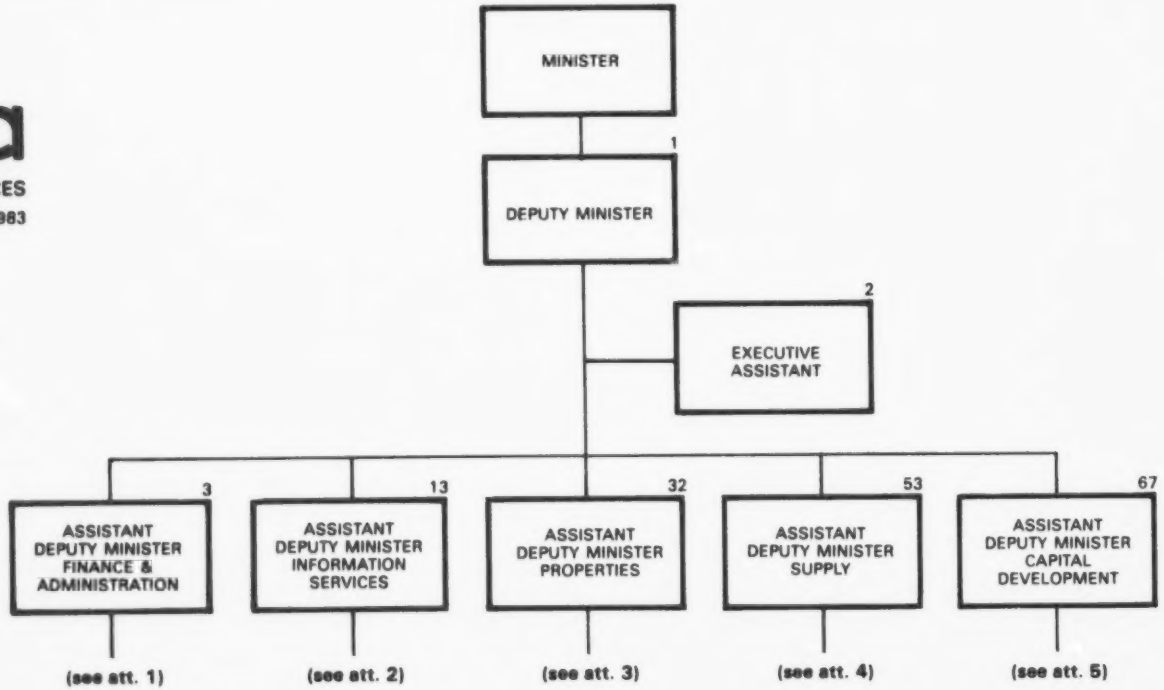
35 DIRECTOR, ASSESSMENT INSPECTION AND ADVISORY SERVICES — Assists and guides assessors to ensure a uniform standard of property assessment throughout Alberta, investigates assessment complaints and advises on assessment matters.

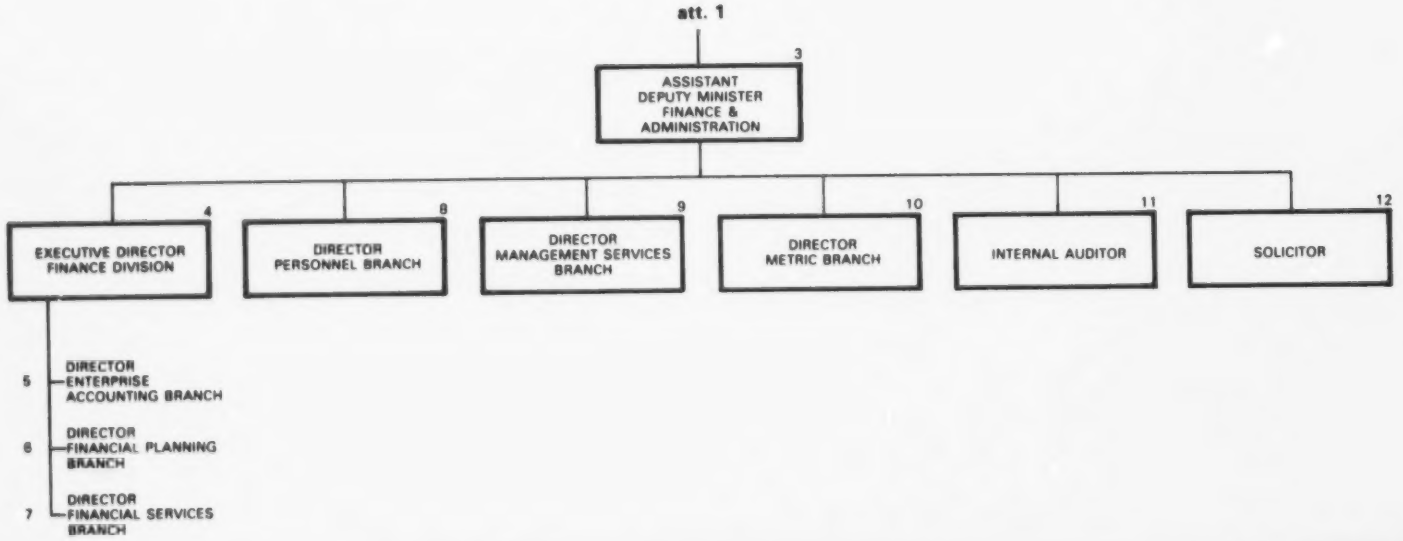
36 DIRECTOR, ASSESSMENT RESEARCH AND SYSTEMS — Conducts research and develops assessment standards which are published in the Alberta Assessment Manual.

Alberta

UBLIC WORKS, SUPPLY AND SERVICES

JUNE, 1983





1 DEPUTY MINISTER — Administers, coordinates and controls department activities in five major areas; Finance and Administration, Capital Development, Properties, Information Services, and Supply.

2 EXECUTIVE ASSISTANT — Provides assistance and advice to the deputy minister in the administration of the department and is responsible for the overall coordination and direction of those components of Kananaskis and Fish Creek projects, for which the department is responsible.

3 ASSISTANT DEPUTY MINISTER, FINANCE AND ADMINISTRATION — Responsible for the provision of personnel, financial, automated information systems, general administrative and legal services to the department.

4 EXECUTIVE DIRECTOR, FINANCE DIVISION — Responsible for coordination of all financial functions in the department.

5 DIRECTOR, ENTERPRISE ACCOUNTING BRANCH — Responsible for the development and provision of centralized accounting systems and services for all activities funded through the department's Revolving Fund.

6 DIRECTOR, FINANCIAL PLANNING BRANCH — Responsible for the coordination, preparation, analysis and recommendation of the departmental capital and operating budgets.

7 DIRECTOR, FINANCIAL SERVICES BRANCH — Responsible for the provision of all financial services relative to programme-funded activities.

8 DIRECTOR, PERSONNEL BRANCH — Administers all departmental personnel services including recruitment, classification, employee relations, organization development, occupational health and safety, and manpower planning.

9 DIRECTOR, MANAGEMENT SERVICES BRANCH — Provides general administrative support services, including records and forms management, EDP and office automation systems and services, policies and procedures manual management, accommodation, mail, insurance, and other office support services.

10 DIRECTOR, METRIC CONVERSION BRANCH — Responsible for coordinating the government's program for metric conversion through liaison with all Provincial departments and the Federal Government.

11 INTERNAL AUDITOR — Responsible for reviewing, evaluation and reporting to management on the adequacy of all financial control systems within the department.

12 SOLICITOR — Responsible for the provision of legal services to the department (this service is provided by the Department of the Attorney General).

13 ASSISTANT DEPUTY MINISTER, INFORMATION SERVICES — Responsible for providing data processing, systems development and telecommunications services required by government.

14 DIRECTOR, PLANNING AND POLICY BRANCH — Responsible for EDP planning, policy and procedure development and evaluation of acquisition proposals for standalone computing facilities.

15 EXECUTIVE DIRECTOR, TELECOMMUNICATIONS DIVISION — Responsible for the planning, servicing and coordination of all telecommunications requirements for government departments.

16 DIRECTOR — TELECOMMUNICATIONS OPERATIONS AND ADMINISTRATION BRANCH — Responsible for determining the telecommunications needs of government departments and ensuring the timely delivery of equipment and facilities at the lowest possible cost.

17 DIRECTOR, TELECOMMUNICATIONS NETWORK MANAGEMENT BRANCH — Responsible for the planning and on-going management of the Alberta Government's province-wide shared telecommunications networks, providing mobile radio communications services.

18 DIRECTOR — TELECOMMUNICATIONS PLANNING AND POLICY BRANCH — Responsible for developing and maintaining the policy framework within which telecommunications services are acquired and utilized by the Government of Alberta.

19 EXECUTIVE DIRECTOR, COMPUTER SYSTEMS DIVISION — Responsible for Application Support, New Projects, Productions Systems, Financial Administration Systems and Office Automation Branches.

20 DIRECTOR, FINANCIAL ADMINISTRATION SYSTEMS BRANCH — Responsible for the development of interdepartmental systems including planning, development, design and maintenance.

21 DIRECTOR, NEW PROJECTS BRANCH — Responsible for developing computer systems for use in government, conducting feasibility studies and providing project management for systems under development.

22 DIRECTOR, APPLICATION SUPPORT BRANCH — Responsible for support services including training standards, technical staff recruiting and a consulting service related to these functions; responsible for management systems (packaged software products) and end user products.

23 DIRECTOR, OFFICE AUTOMATION BRANCH — Responsible for consulting and training services related to office processes — automated and manual. Services include such areas as word processing, electronic mail, records management systems and decision assist tools.

24 & 25 DIRECTORS, PRODUCTION SYSTEMS BRANCHES — Responsible for maintenance and enhancements for all major existing systems, providing continuing communications with user departments and monitoring systems' performance.

26 EXECUTIVE DIRECTOR, COMPUTER PROCESSING DIVISION — Responsible for the Calgary, Central, Tax Administration, and Terrace Computing Centres and the Technical Support and Production Processing Branches.

27 DIRECTOR, PRODUCTION PROCESSING BRANCH — Responsible for data conversion and production control services required for the processing of production work at the computing centres.

28 DIRECTOR, CENTRAL COMPUTING CENTRE — Responsible for the operation of the large central computer and related auxiliary equipment in the Central Computing Centre on a 24-hour, 7 day-a-week basis.

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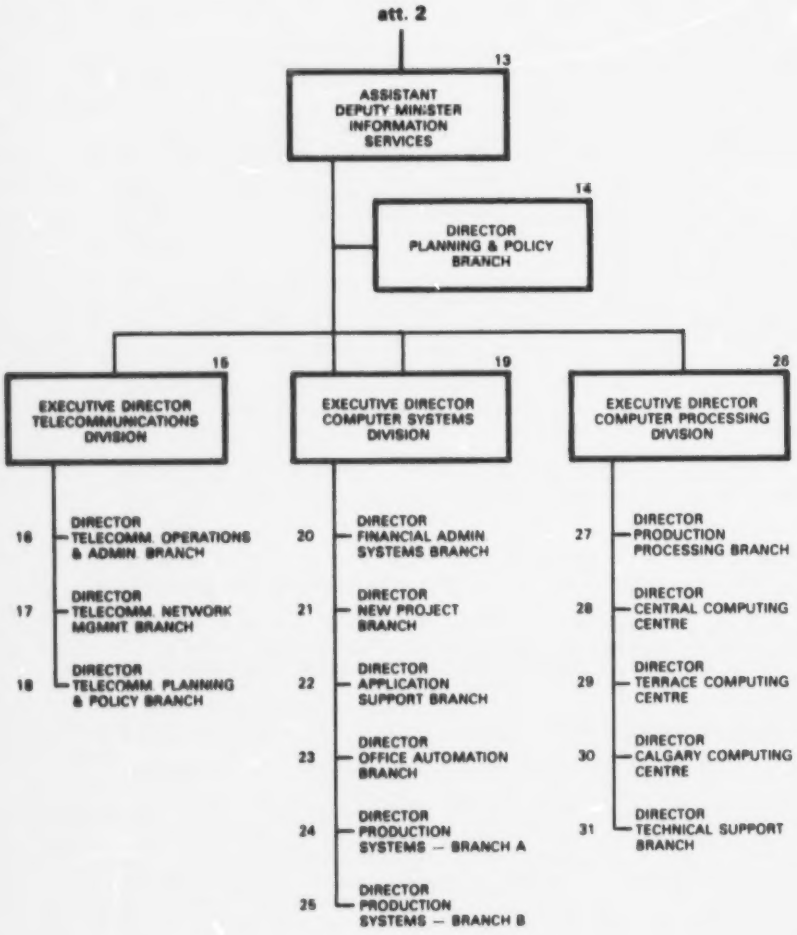
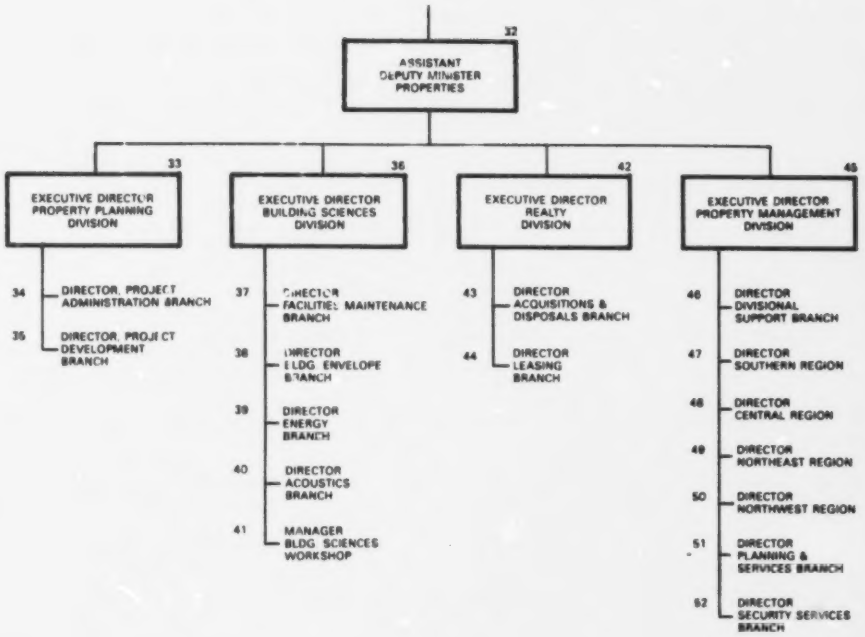

13
ASSISTANT DEPUTY MINISTER INFORMATION SERVICES
14
DIRECTOR PLANNING & POLICY BRANCH
15
EXECUTIVE DIRECTOR TELECOMMUNICATIONS DIVISION
16 DIRECTOR TELECOMM. OPERATIONS & ADMIN. BRANCH
17 DIRECTOR TELECOMM. NETWORK MGMNT BRANCH
18 DIRECTOR TELECOMM. PLANNING & POLICY BRANCH
19
EXECUTIVE DIRECTOR COMPUTER SYSTEMS DIVISION
20 DIRECTOR FINANCIAL ADMIN SYSTEMS BRANCH
21 DIRECTOR NEW PROJECT BRANCH
22 DIRECTOR APPLICATION SUPPORT BRANCH
23 DIRECTOR OFFICE AUTOMATION BRANCH
24 DIRECTOR PRODUCTION SYSTEMS — BRANCH A
25 DIRECTOR PRODUCTION SYSTEMS — BRANCH B
26
EXECUTIVE DIRECTOR COMPUTER PROCESSING DIVISION
27 DIRECTOR PRODUCTION PROCESSING BRANCH
28 DIRECTOR CENTRAL COMPUTING CENTRE
29 DIRECTOR TERRACE COMPUTING CENTRE
30 DIRECTOR CALGARY COMPUTING CENTRE
31 DIRECTOR TECHNICAL SUPPORT BRANCH

att. 3


32
ASSISTANT DEPUTY MINISTER PROPERTIES
33
EXECUTIVE DIRECTOR PROPERTY PLANNING DIVISION
34 DIRECTOR, PROJECT ADMINISTRATION BRANCH
35 DIRECTOR, PROJECT DEVELOPMENT BRANCH
36
EXECUTIVE DIRECTOR BUILDING SCIENCES DIVISION
37 DIRECTOR FACILITIES MAINTENANCE BRANCH
38 DIRECTOR BLDG. ENVELOPE BRANCH
39 DIRECTOR ENERGY BRANCH
40 DIRECTOR ACOUSTICS BRANCH
41 MANAGER BLDG. SCIENCES WORKSHOP
42
EXECUTIVE DIRECTOR REALTY DIVISION
43 DIRECTOR ACQUISITIONS & DISPOSALS BRANCH
44 DIRECTOR LEASING BRANCH
45
EXECUTIVE DIRECTOR PROPERTY MANAGEMENT DIVISION
46 DIRECTOR DIVISIONAL SUPPORT BRANCH
47 DIRECTOR SOUTHERN REGION
48 DIRECTOR CENTRAL REGION
49 DIRECTOR NORTHEAST REGION
50 DIRECTOR NORTHWEST REGION
51 DIRECTOR PLANNING & SERVICES BRANCH
52 DIRECTOR SECURITY SERVICES BRANCH

29 DIRECTOR, TERRACE COMPUTING CENTRE — Responsible for the operation of the array of computers and related auxiliary equipment in the Terrace Computing Centre in Edmonton on a 24-hour, 7 day-a-week basis.

30 DIRECTOR, CALGARY COMPUTING CENTRE — Responsible for the operation of the array of computers and related auxiliary equipment in Calgary on a 24-hour, 7 day-a-week basis.

31 DIRECTOR, TECHNICAL SUPPORT BRANCH — Responsible for hardware and software planning, teleprocessing, and network support, client services and Computing Centre support.

32 ASSISTANT DEPUTY MINISTER, PROPERTIES — Responsible for the planning, acquisition and disposal, allocation and management of departmental properties, including Land Assembly.

33 EXECUTIVE DIRECTOR, PROPERTY PLANNING DIVISION — Responsible for the planning and allocation of accommodation and the development of tenant improvements in leased space and owned office space.

34 DIRECTOR, PROJECT ADMINISTRATION BRANCH — Responsible for the co-ordination and management of all accommodation projects from project design to warranty inspection.

35 DIRECTOR, PROJECT DEVELOPMENT BRANCH — Responsible for all accommodation project development from initial department request to completion of design.

36 EXECUTIVE DIRECTOR, BUILDING SCIENCES DIVISION — Responsible for the provision of architectural and engineering expertise for the maintenance of government facilities and the provision of Building Envelope, Energy and Acoustic services to the department.

37 DIRECTOR, FACILITIES MAINTENANCE BRANCH — Responsible for providing professional and technical support to building managers in the areas of architecture, engineering, energy management, mechanical systems and computerized control systems to rectify operating and maintenance problems in a cost efficient manner.

38 DIRECTOR, BUILDING ENVELOPE BRANCH — Responsible for setting departmental policy and standards for the external environment shells (envelopes) of provincial facilities. Monitors and evaluates performance of existing envelopes and sets priorities for retro-fits. Evaluates and tests proposed construction systems; and provides advice and guidance to consultants.

39 DIRECTOR, ENERGY BRANCH — Responsible for the energy efficiency analysis/evaluation of building designs using computer-assisted assessments. Also sets standards in the use of automated building control systems.

40 DIRECTOR, ACOUSTICS BRANCH — Responsible for performing applied research, setting specifications and standards, providing advice and guidance to design consultants and monitoring/evaluating facilities in the area of acoustic performance and noise levels.

41 MANAGER, BUILDING SCIENCES WORKSHOP — Responsibilities include examining, testing and reporting on building construction elements and materials. Also manufactures building construction and maintenance items not commercially available.

42 EXECUTIVE DIRECTOR, REALTY DIVISION — Responsible for administration of realty services including the leasing, acquisition and disposal of real property and verification and administration of grants in lieu of taxes to Alberta cities and municipalities.

43 DIRECTOR, PROPERTY ACQUISITION AND DISPOSALS BRANCH — Responsible for acquisition of sites for departmental purposes and government sponsored groups, disposal of surplus properties, and verification of grants in lieu of taxes.

44 DIRECTOR, LEASING BRANCH — Responsible for negotiation and administration of all provincial government requirements for leased office, warehouse and parking space, and for providing leasing resource services to government sponsored agencies as requested.

45 EXECUTIVE DIRECTOR, PROPERTY MANAGEMENT DIVISION — Responsible for the property management of government facilities.

46 DIRECTOR, DIVISIONAL SUPPORT BRANCH — Responsible for providing general administrative support to the Property Management Division.

47 to 50 REGIONAL DIRECTORS — Responsible for the property management of government facilities within each of four geographic regions.

51 DIRECTOR, PLANNING AND SERVICES BRANCH — Responsible for the provision of strategic planning and specialty support services to the Property Management Division.

52 DIRECTOR, SECURITY SERVICES BRANCH — Provides security service to the Edmonton area and security consulting to government.

53 ASSISTANT DEPUTY MINISTER, SUPPLY — Responsible for the provision of comprehensive supply services to the government.

54 DIRECTOR, AIR TRANSPORTATION SERVICES — Responsible for the provision of light aircraft services to the government.

55 DIRECTOR, PLANNING AND DEVELOPMENT BRANCH — Responsible for conducting operational research and formulation of plans with respect to materials management, and provision of administrative support for the division.

56 EXECUTIVE DIRECTOR, PROCUREMENT DIVISION — Responsible for policy development, management development and administrative control of operating branches within the Procurement Division.

57 DIRECTOR, PURCHASING BRANCH — Responsible for development of central purchasing policy and management of the delivery of purchasing services for all departments.

58 DIRECTOR, WAREHOUSING AND DISTRIBUTION BRANCH — Responsible for management of facilities and systems for materials handling and distribution of stock item supply services to government, and management of short-term storage facilities.

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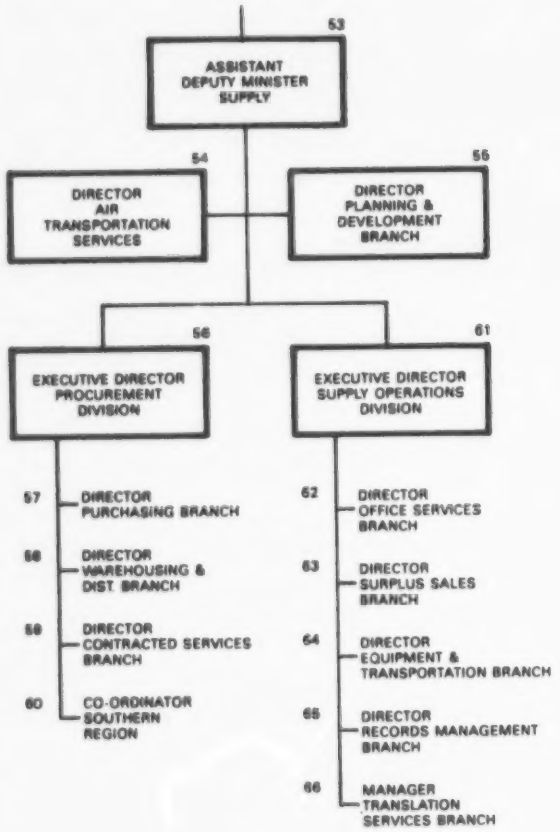
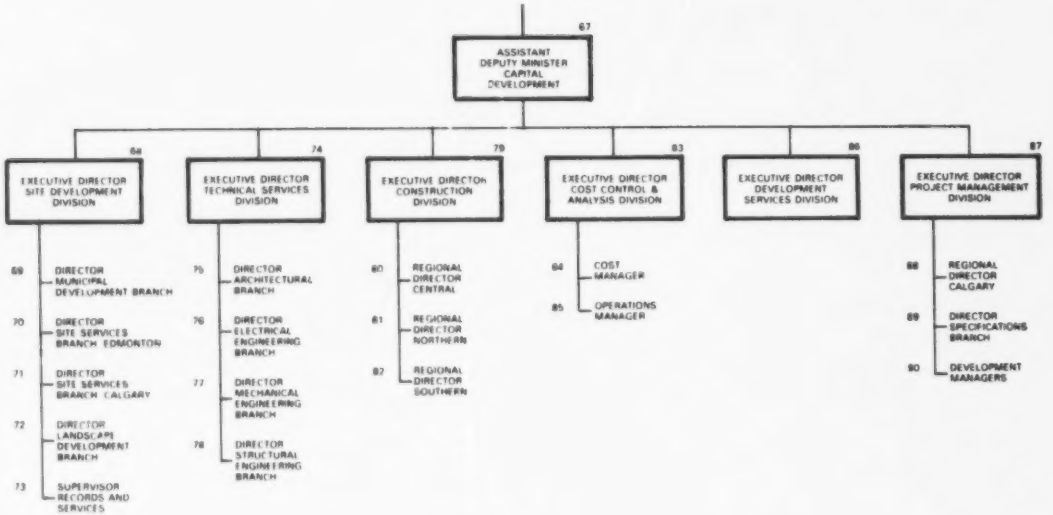

53
ASSISTANT DEPUTY MINISTER SUPPLY
54
DIRECTOR AIR TRANSPORTATION SERVICES
55
DIRECTOR PLANNING & DEVELOPMENT BRANCH
56
EXECUTIVE DIRECTOR PROCUREMENT DIVISION
61
EXECUTIVE DIRECTOR SUPPLY OPERATIONS DIVISION
57 DIRECTOR PURCHASING BRANCH
58 DIRECTOR WAREHOUSING & DIST BRANCH
59 DIRECTOR CONTRACTED SERVICES BRANCH
60 CO-ORDINATOR SOUTHERN REGION
62 DIRECTOR OFFICE SERVICES BRANCH
63 DIRECTOR SURPLUS SALES BRANCH
64 DIRECTOR EQUIPMENT & TRANSPORTATION BRANCH
65 DIRECTOR RECORDS MANAGEMENT BRANCH
66 MANAGER TRANSLATION SERVICES BRANCH

att. 5


67
ASSISTANT DEPUTY MINISTER CAPITAL DEVELOPMENT
68
EXECUTIVE DIRECTOR SITE DEVELOPMENT DIVISION
74
EXECUTIVE DIRECTOR TECHNICAL SERVICES DIVISION
79
EXECUTIVE DIRECTOR CONSTRUCTION DIVISION
83
EXECUTIVE DIRECTOR COST CONTROL & ANALYSIS DIVISION
86
EXECUTIVE DIRECTOR DEVELOPMENT SERVICES DIVISION
87
EXECUTIVE DIRECTOR PROJECT MANAGEMENT DIVISION
69 DIRECTOR MUNICIPAL DEVELOPMENT BRANCH
70 DIRECTOR SITE SERVICES BRANCH EDMONTON
71 DIRECTOR SITE SERVICES BRANCH CALGARY
72 DIRECTOR LANDSCAPE DEVELOPMENT BRANCH
73 SUPERVISOR RECORDS AND SERVICES
75 DIRECTOR ARCHITECTURAL BRANCH
76 DIRECTOR ELECTRICAL ENGINEERING BRANCH
77 DIRECTOR MECHANICAL ENGINEERING BRANCH
78 DIRECTOR STRUCTURAL ENGINEERING BRANCH
80 REGIONAL DIRECTOR CENTRAL
81 REGIONAL DIRECTOR NORTHERN
82 REGIONAL DIRECTOR SOUTHERN
84 COST MANAGER
85 OPERATIONS MANAGER
88 REGIONAL DIRECTOR CALGARY
89 DIRECTOR SPECIFICATIONS BRANCH
90 DEVELOPMENT MANAGERS

59 DIRECTOR, CONTRACTED SERVICES BRANCH — Responsible for provision of support in planning EDP systems acquisition, contracting for services and administration of contracts.

60 COORDINATOR, SOUTHERN REGION — Responsible for the organization of goods and services for clients in Calgary and surrounding areas, and for ensuring that supply strategy and operations planning properly reflect the needs of clients in the southern part of the province.

61 EXECUTIVE DIRECTOR, SUPPLY OPERATIONS DIVISION — Responsible for policy development, management development and administrative control of operating branches within the Supply Operations Division.

62 DIRECTOR, OFFICE SERVICES BRANCH — Responsible for the management of the Central Duplicating Plant and Quick Print Centres, and the provision of photocopy services; provides consultative advice concerning audio-visual and reprographic equipment selection throughout government.

63 DIRECTOR, SURPLUS SALES BRANCH — Responsible for the development of strategies designed to achieve an orderly flow of material and to maximize proceeds from the sale of surplus assets.

64 DIRECTOR, EQUIPMENT AND TRANSPORTATION BRANCH — Responsible for provision of fleet management services, rental and servicing of office equipment, and government-wide courier services.

65 DIRECTOR, RECORDS MANAGEMENT BRANCH — Responsible for providing information in overall records management and microfilm services across government and for managing the Records Centre.

66 MANAGER, TRANSLATION SERVICES BRANCH — Responsible for providing a translation service for government departments, boards and agencies.

67 ASSISTANT DEPUTY MINISTER, CAPITAL DEVELOPMENT — Responsible for the provision and alternation of owned buildings for assigned departments, boards and agencies.

68 EXECUTIVE DIRECTOR, SITE DEVELOPMENT DIVISION — Responsible for the site services and landscape component of buildings.

69 DIRECTOR, MUNICIPAL DEVELOPMENT BRANCH — Responsible for the development of municipal systems to accommodate all departmental properties.

70 DIRECTOR, SITE SERVICES BRANCH (EDMONTON) — Responsible for site services work in northern Alberta and negotiating with municipal authorities.

71 DIRECTOR, SITE SERVICES BRANCH (CALGARY) — Responsible for site services work in southern Alberta and negotiating with municipal authorities.

72 DIRECTOR, LANDSCAPE DEVELOPMENT BRANCH — Responsible for the program of landscape development to compliment all building projects.

73 SUPERVISOR, RECORDS AND SERVICES — Responsible for the development and maintenance of site plan inventory on all departmental properties.

74 EXECUTIVE DIRECTOR, TECHNICAL SERVICES DIVISION — Responsible for supplying technical expertise in architecture, mechanical, structural, geotechnical and electrical engineering to the department.

75 DIRECTOR, ARCHITECTURAL BRANCH — Responsible for architectural design and coordination of designs produced by the department.

76 DIRECTOR, ELECTRICAL ENGINEERING BRANCH — Responsible for the electrical engineering aspects of projects produced by the department.

77 DIRECTOR, MECHANICAL ENGINEERING BRANCH — Responsible for the mechanical engineering aspects of projects produced by the department.

78 DIRECTOR, STRUCTURAL ENGINEERING BRANCH — Responsible for the structural and geotechnical engineering aspects of projects produced by the department.

79 EXECUTIVE DIRECTOR, CONSTRUCTION DIVISION — Responsible for directing the capital construction program from tender award through to warranty year-end.

80 REGIONAL DIRECTOR (CENTRAL) — Responsible for administering the construction program from the North Saskatchewan River to, and including, Red Deer.

81 REGIONAL DIRECTOR (NORTHERN) — Responsible for administering the construction program from the Northwest Territories/Alberta border to the North Saskatchewan River.

82 REGIONAL DIRECTOR (SOUTHERN) — Responsible for administering the construction program from south of Red Deer to the Alberta/United States border.

83 EXECUTIVE DIRECTOR, COST CONTROL AND ANALYSIS DIVISION — Responsible for the overall integration and functional supervision of cost planning and control and value engineering techniques in the development of capital construction.

84 COST MANAGER, COST PLANNING AND VALUE ENGINEERING BRANCH — Responsible for performing cost management functions and consultative services on capital construction projects from inception. Coordinates, directs and manages the work of cost consultants.

85 OPERATIONS MANAGER, STATISTICS AND ADMINISTRATION SECTION — Responsible for the operation and maintenance of the Division's automated data support systems on construction costs, statistical information, forecasts and reports, and the management and coordination of administration services and select and quotation tendering.

86 EXECUTIVE DIRECTOR, DEVELOPMENT SERVICES DIVISION — Responsible for managing selected large capital construction projects and planning, scheduling and directing specific projects for resolving operational problems.

87 EXECUTIVE DIRECTOR, PROJECT MANAGEMENT DIVISION — Responsible for administration and management of Calgary Branch, Development Managers, and the Specifications and Standards Branch, Edmonton.

88 REGIONAL DIRECTOR, CALGARY — Responsible for the operation of the Calgary

office, coordination and management of all approved capital projects for the southern Alberta region.

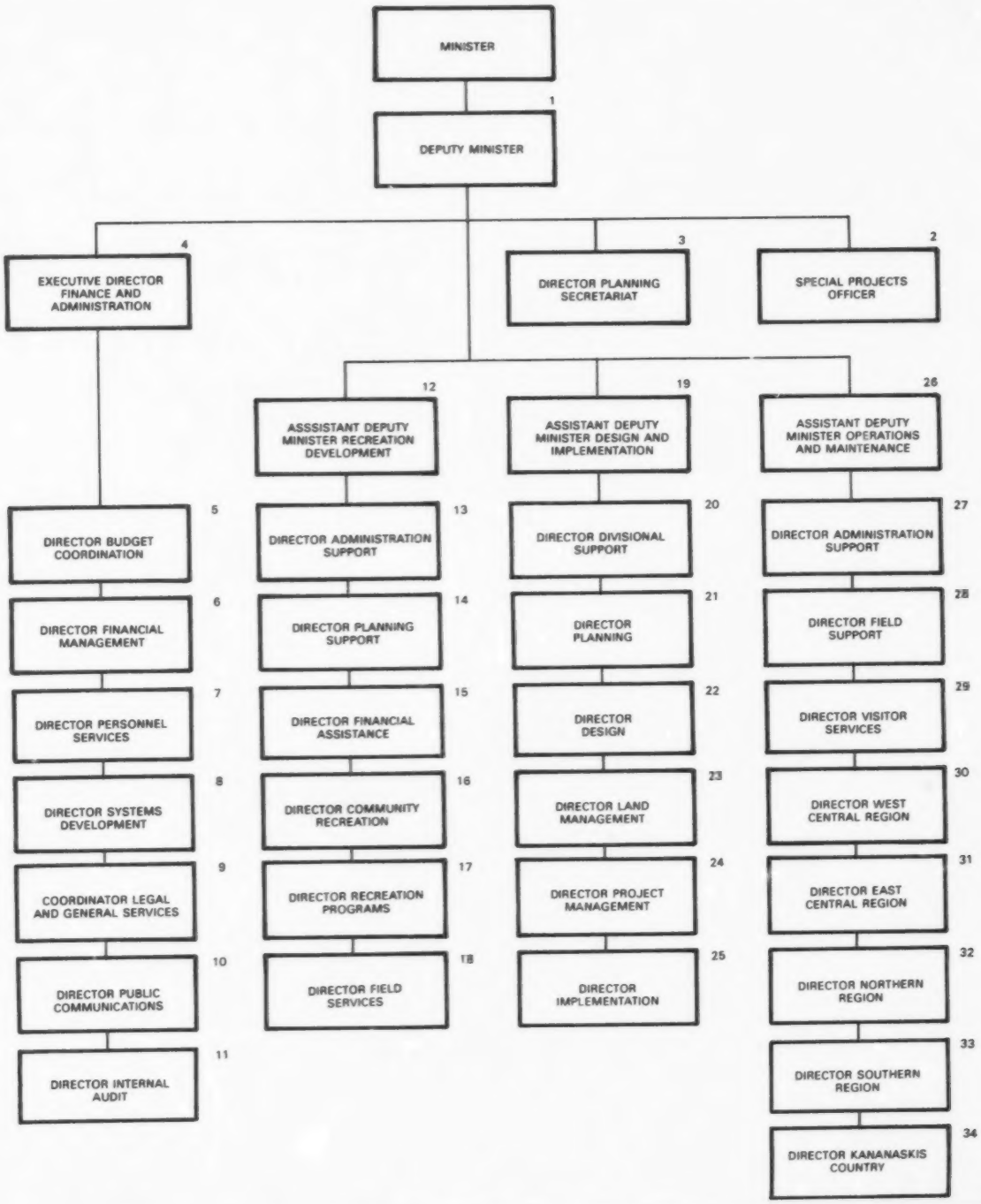
89 DIRECTOR, SPECIFICATIONS BRANCH — Responsible for construction specifications, and related policies and procedures including the Departmental Master Specification System.

90 DEVELOPMENT MANAGERS — Responsible for the preparation of budgets and coordination and management of all approved capital projects.

Alberta

RECREATION AND PARKS

JUNE, 1983



1 DEPUTY MINISTER — Administers, coordinates and controls departmental functions including recreation services; provincial parks design and implementation, and operations; provides advice to the minister on policies and programs.

2 SPECIAL PROJECTS OFFICER — Responsible for carrying out special projects as assigned by the deputy minister.

3 DIRECTOR, PLANNING SECRETARIAT — Responsible for the management of the support service to the deputy minister and the Executive Committee covering aspects of strategic planning, policy development, general management, research and evaluation, and inter-divisional planning and program initiatives.

4 EXECUTIVE DIRECTOR, FINANCE AND ADMINISTRATION — Responsible for the development and management of a comprehensive administrative/support system for the department. Major functions include: Budget Coordination, Financial Administration, Personnel Services, Systems Development, Legal Services, Public Communication, and Audit.

5 DIRECTOR, BUDGET COORDINATION — Responsible for the design, implementation and management of department budget system. The incumbent facilitates long-term financial planning, the preparation of department budgets, and the control of expenditure, and provides liaison with the Budget Bureau and other central agencies.

6 DIRECTOR, FINANCIAL MANAGEMENT — Responsible for the design, implementation, and management of all department financial systems, the authorization of all disbursements, and accounting for revenue, assets and securities. The incumbent provides direction to management in financial administrative matters and maintains liaison with Treasury and other central agencies.

7 DIRECTOR PERSONNEL SERVICES — Responsible for the design, implementation, and management of all department personnel systems, the authorization of all personnel functions delegated to the department by the Public Service Commissioner. The incumbent provides direction to management in personnel administration matters and maintains liaison with the Personnel Administration Office and the other central agencies.

8 DIRECTOR, SYSTEMS DEVELOPMENT — Responsible for providing support to the executive and operational components of the department in the design and implementation of manual and/or EDP based administrative and management information systems.

9 COORDINATOR, LEGAL AND GENERAL SERVICES — Responsible for the provision of advice and direction on legal matters relative to the operation of the department, including assistance in the development of legislation and regulations, contract administration and other areas requiring legal input; also responsible for the risk management and insurance program for the department. Provides interface between the department and Department of Attorney General and Alberta Treasury, Risk Management and Insurance Division.

10 DIRECTOR, PUBLIC COMMUNICATIONS — Responsible for a broad range of information and public relations functions for the department to assist officials in carrying out departmental objectives, programs and policies.

11 DIRECTOR, INTERNAL AUDIT — Responsible for providing support to the executive and operational components of the department in the development and management of the department's Internal Audit program.

12 ASSISTANT DEPUTY MINISTER, RECREATION DEVELOPMENT — Responsible for planning and policy formulation related to the provision of recreation services to municipal recreation boards and departments, voluntary agencies, institutions and associations at provincial and local levels. Also responsible for consultations with federal, local and provincial government departments to develop an effective system for the delivery of services.

13 DIRECTOR, ADMINISTRATION SUPPORT — Responsible for the management and implementation of the division's administrative support services, and the interpretation of the financial policy and plans as it relates to legislation, regulations and department policy.

14 DIRECTOR, PLANNING SUPPORT — Responsible for the preparation of operational plans, the design and conduct of an on-going research program, and the coordination and articulation of the systems requirements of the Recreation Development Division.

15 DIRECTOR, FINANCIAL ASSISTANCE — Responsible for providing the functions necessary for the efficient development and delivery of financial assistance programs including approval, expenditure authority, as well as the design, implementation and systematic review of policies and procedures for the on-going provision of financial assistance to department clients.

16 DIRECTOR, COMMUNITY RECREATION — Responsible for developing, monitoring and delivering a wide range of recreation programs and services for Alberta communities including urban parks, recreation areas, major facility development grants, facility operations and management, community recreation organization development, and community recreation leadership development.

17 DIRECTOR, RECREATION PROGRAMS — Responsible for the effective administration, planning, policy formulation, evaluation and development of recreation programs in the areas of sports and fitness, outdoor recreation and special recreation services directed primarily towards provincial associations.

18 DIRECTOR, FIELD SERVICES — Responsible for the development, implementation, and administration of an effective, efficient, comprehensive regional delivery system for the program and services of the Recreation Development Division.

19 ASSISTANT DEPUTY MINISTER, DESIGN AND IMPLEMENTATION — Responsible for policy development and for planning, design and implementation of recreation facilities and conservation practices in provincial parks, recreation areas, wilderness areas, and ecological reserves under the control of the department; provides policy definition and control of lands managed by the department; controls the capital development budgets and liaises with Alberta Public Works, Supply and Services on the preparation and development of budgets.

20 DIRECTOR, DIVISIONAL SUPPORT — Responsible for providing development, implementation and monitoring of a management information system to control the planning, budgeting and expenditure of capital funds; relating operating resources in overall predictive capacity of the spending on capital projects; supervising a network of clerical and accounting support for the division; developing material for processing documents for payment as well as reception,

stenography and word processing.

21 DIRECTOR, PLANNING — Responsible for a land base recreation planning program including the provision of resource inventories, systems evaluations and program formulation, land use strategies, facility development and resource management proposals and other planning services for lands under the administration of the department, and coordinates the department's land use referral process.

22 DIRECTOR, DESIGN — Responsible for the development, implementation and control of branch policies and collaboration with other branch directors in determining divisional policies and management strategies and decisions with respect to landscape architecture design, building/facility design, and technical services (graphics, mapping, drafting).

23 DIRECTOR, LAND MANAGEMENT — Responsible for the coordination of policy and procedural development for the acquisition and disposition of lands for the department, including maintaining a control and data system record of lands and dispositions.

24 DIRECTOR, PROJECT MANAGEMENT — Responsible for the overall planning, design and implementation of the department's management and recreational capital development program for Kananaskis Country and also for intra and inter-departmental planning, design and implementation of new approved capital development projects assigned to the branch.

25 DIRECTOR, IMPLEMENTATION — Responsible for directing the implementation of the annual capital construction program, involving the expenditure of capital construction funds; responsible for the construction of projects; to prepare, attend and manage contracts for construction and to accomplish branch objectives through liaison with other department agencies.

26 ASSISTANT DEPUTY MINISTER, OPERATIONS AND MAINTENANCE — Responsible for the administration, (including policy and procedures development), coordination and control of the Operations and Maintenance Division, that recreation opportunities, facilities and interpretive programs for lands administered by the department are provided, operated and maintained consistently throughout the province and ensuring that natural areas under the jurisdiction of the department are protected.

27 DIRECTOR, ADMINISTRATION SUPPORT — Responsible for the planning, coordination and management of the Administration Support Branch, including the administration of the income budget, and shares effective interaction of the support service branch with field support and visitor services, responsible for developing, administering and maintaining specific administrative services.

28 DIRECTOR, FIELD SUPPORT — Responsible for the coordination of the activities of four centralized support units involved in; policy and planning support, enforcement and legislation, supplies and equipment and maintenance engineering; also responsible for developing divisional policy and programs, determining priorities and operating strategies, and providing specialized field support functions to operating units.

29 DIRECTOR, VISITOR SERVICES — Responsible for the establishment of priorities, policies, standards, and procedures relating to public information and hospitality requirements within parks and recreation areas. Ensure that all communications extended to the public under the auspices of the visitor services program are accurate, informative, and acceptable within the policy and philosophical framework of the department.

30 DIRECTOR, WEST CENTRAL REGION — Responsible for the direction and coordination of operations and maintenance, administration and visitor services programs in a region comprised of open space outdoor recreation areas of various classifications; responsible also for strategic and tactical policy recommendations at the divisional level and tactical policy development and implementation at the regional level, all which impact on the division, department and government.

31 DIRECTOR, EAST CENTRAL REGION — Responsible for the direction and coordination of operations and maintenance, administration and visitor services programs in a region comprised of open space outdoor recreation areas of various classifications; responsible also for strategic and tactical policy recommendations at the divisional level and tactical policy development and implementation at the regional level, all which impact on the division, department and government.

32 DIRECTOR, NORTHERN REGION — Responsible for the direction and coordination of operations and maintenance, administration and visitor services programs in a region comprised of open space outdoor recreation areas of various classifications; responsible also for strategic and tactical policy recommendations at the divisional level and tactical policy development and implementation at the regional level, all which impact on the division, department and government.

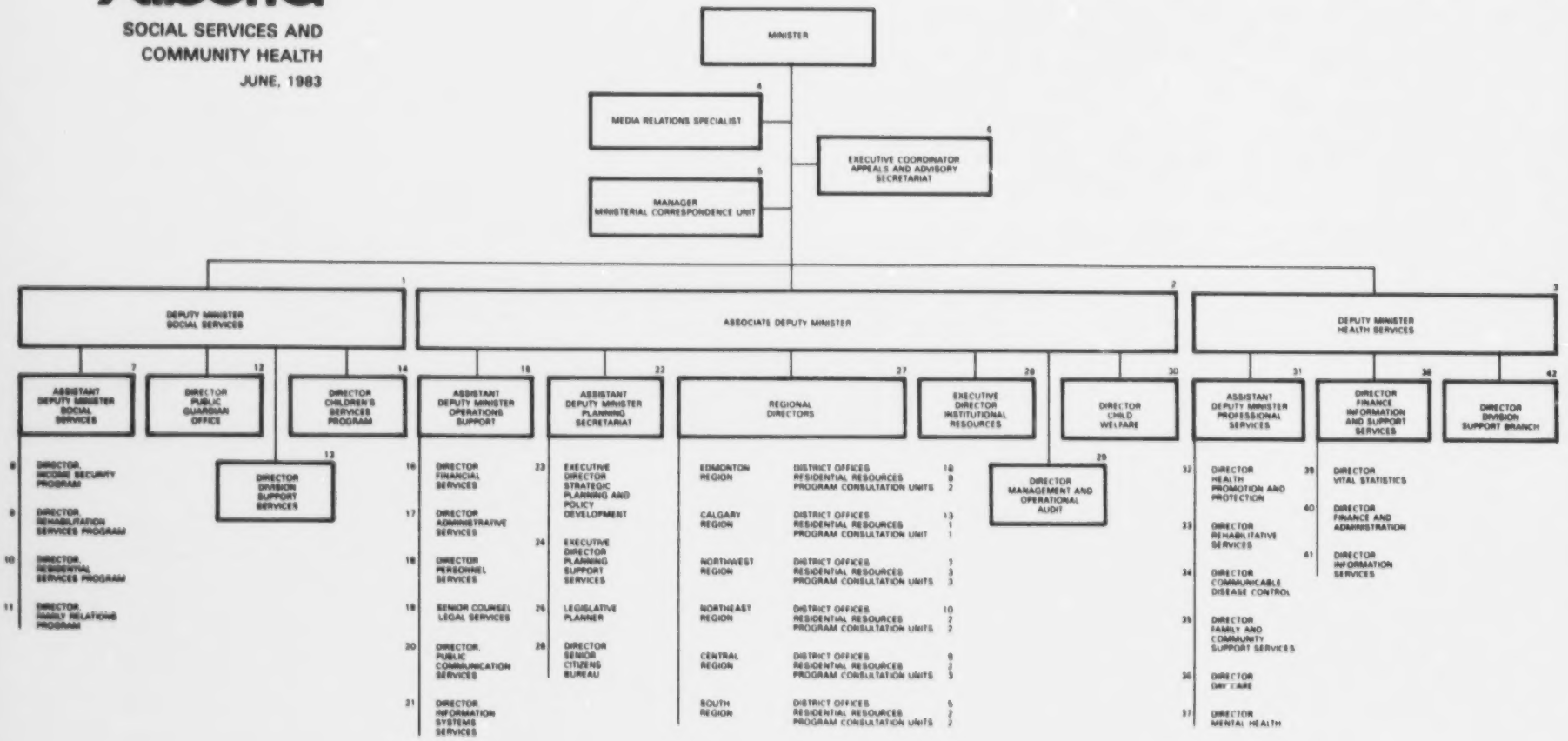
33 DIRECTOR, SOUTHERN REGION — Responsible for the direction and coordination of operations and maintenance, administration and visitor services programs in a region comprised of open space outdoor recreation areas of various classifications; responsible also for strategic and tactical policy recommendations at the divisional level and tactical policy development and implementation at the regional level, all which impact on the division, department and government.

34 DIRECTOR, KANANASKIS COUNTRY REGION — Responsible for the direction and coordination of operations and maintenance, administration and visitor services programs in a region comprised of open space outdoor recreation areas of various classifications; responsible also for strategic and tactical policy recommendations at the divisional level and tactical policy development and implementation at the regional level, all which impact on the division, department and government.

Alberta

SOCIAL SERVICES AND COMMUNITY HEALTH

JUNE, 1983



1 DEPUTY MINISTER, SOCIAL SERVICES — Administers, coordinates and controls divisional functions relating to policy, program standards development, monitoring and evaluation of social services programs including income security, child welfare, rehabilitation services, family relations services, residential services and the Office of the Public Guardian.

2 ASSOCIATE DEPUTY MINISTER — Administers, coordinates and controls regional delivery of social services, rehabilitation services and community and mental health services and the department support systems, including finance, personnel and administrative services, the Planning Secretariat, and Management Audit and Operational Review Branch.

3 DEPUTY MINISTER, HEALTH SERVICES — Administers, coordinates and controls the divisional functions relating to policy, program standards development, monitoring and evaluation of health and social services of an essentially preventive nature and serves as Chairman, Provincial Board of Health.

4 MEDIA RELATIONS SPECIALIST — Advises minister and senior management on media relations and on sensitive public issues.

5 MANAGER, MINISTERIAL CORRESPONDENCE UNIT — Coordinates and directs in-coming and out-going correspondence for the minister's office.

6 EXECUTIVE COORDINATOR, APPEALS AND ADVISORY SECRETARIAT — Administers a system of citizen appeal and advisory committees whose function is to strengthen the support to the government, and the department through liaison with the minister.

7 ASSISTANT DEPUTY MINISTER, SOCIAL SERVICES — Responsible for the management of the six program branches within the division including the development, monitoring and evaluation of social service programs.

8 DIRECTOR, INCOME SECURITY — Responsible for the development of policy and program standards, monitoring and evaluation of Income Security programs including the Social Allowance program, the Alberta Assured Income Plan, the Assured Income for the Severely Handicapped, the Day Care Subsidy program, and the Widow's Pension program.

9 DIRECTOR, REHABILITATION SERVICES PROGRAM — Responsible for the development of policy, standards, monitoring and evaluation of vocational training and vocational counselling programs of the department aimed at disabled and disadvantaged clients, and working with other departments to coordinate services for the disabled and disadvantaged.

10 DIRECTOR, RESIDENTIAL SERVICES PROGRAM — Responsible for the development of policy and standards, monitoring and evaluation of residential programs to meet the varied needs of the people of Alberta.

11 DIRECTOR, FAMILY RELATIONS PROGRAM — Responsible for the development of policy and standards, monitoring and evaluation of programs aimed at ensuring that legal responsibilities associated with spousal and child maintenance are met, and providing services to resolve family disputes.

12 DIRECTOR, PUBLIC GUARDIAN OFFICE — Responsible for the implementation and administration of the Dependent Adults Act.

13 DIRECTOR, DIVISION SUPPORT SERVICES — Acts as a resource for the deputy minister and social services management in planning and policy development affecting more than one program area, as well as undertaking special projects and assisting with the administrative management of the division.

14 DIRECTOR, CHILDREN'S SERVICES PROGRAM — Responsible for the planning, development, monitoring and evaluation of statutory child welfare services.

15 ASSISTANT DEPUTY MINISTER, OPERATIONS SUPPORT — Responsible for the management of financial, personnel, administrative, information systems, legal and public communications services for the department.

16 DIRECTOR, FINANCIAL SERVICES — Provides support in the following major areas: accounts payable, accounts receivable, budgeting, financial advisory systems, financial systems and the setting and monitoring of financial control standards, as well as ensures compliance with the Financial Administration Act.

17 DIRECTOR, ADMINISTRATIVE SERVICES — Plans and manages accommodation services, liaises with other departments on administrative services, and provides designated administrative support services for the department including headquarters complex.

18 DIRECTOR, PERSONNEL SERVICES — Develops and administers a departmental personnel program including staff development, training, classification, employee relations, occupational health and safety, personnel planning, and wage and salary administration.

19 SENIOR COUNSEL, LEGAL SERVICES — Provides legal advice and assistance in all departmental matters.

20 DIRECTOR, PUBLIC COMMUNICATIONS SERVICES — Advises department in the area of public relations, advertising and information services, and provides advisory and technical support for the production of informational resources, and develops and implements and monitors the public communications programs for the department.

21 DIRECTOR, INFORMATION SYSTEMS SERVICES — Coordinates and supports all use of computer based technologies within the department.

22 ASSISTANT DEPUTY MINISTER, PLANNING SECRETARIAT — Responsible for the management and administration of support services relating to department-wide planning, policy development, research and evaluation activities, and provides advice and analysis to senior management on strategic issues which affect the department.

23 EXECUTIVE DIRECTOR, STRATEGIC PLANNING AND POLICY DEVELOPMENT —Responsible for the development and implementation of an integrated departmental planning process, and provides direction to the planning and policy coordination, manpower planning and federal-provincial coordination units.

24 EXECUTIVE DIRECTOR, PLANNING SUPPORT SERVICES — Supports departmental planning process through the provision of information services, technical and methodological research and evaluation support and economic, socio-demographic and financial forecasting.

25 LEGISLATIVE PLANNER — Responsible for the preparation of draft legislation for departmental programs and services, and for undertaking legislative review activities that lead to proposals for new legislation or amendments to legislation.

26 DIRECTOR, SENIOR CITIZENS BUREAU — Gathers and disseminates information on the elderly, helps to plan and coordinate services for the elderly, and analyses and develops policy papers in the area of gerontology.

27 REGIONAL DIRECTORS — Responsible for the planning, management and direction of activities for Social Services, Mental Health Services, and Rehabilitation Services, and promote cooperation and coordination with Local Health Services and Family and Community Support Services in each of the six departmental regions.

28 EXECUTIVE DIRECTOR, INSTITUTIONAL RESOURCES — Monitors service standards, plans and assigns in consultation with regions the availability of institutional resources, and special services for mental health, rehabilitation and child welfare institutions.

29 DIRECTOR, MANAGEMENT AND OPERATIONAL AUDIT — Manages the Management and Operational Audit Branch in undertaking management, financial and operational audits of all departmental activities and all activities of agencies funded by the department.

30 DIRECTOR, CHILD WELFARE — Acts as a legal guardian for permanent and temporary wards in accordance with the Child Welfare Act, is responsible for custody of children under Agreements for Temporary Care, for the delivery of child welfare statutory services through regional and district offices, and for the administration of the Child Welfare Act.

31 ASSISTANT DEPUTY MINISTER, PROFESSIONAL SERVICES — Responsible for the administration of programs offered by the branch including: health promotion and protection, rehabilitative services, communicable disease control, family and community support services, day care and mental health.

32 DIRECTOR, HEALTH PROMOTION AND PROTECTION — Responsible for the overall management of six health promotion and protection programs administered by unit managers. The mandate includes: development of programs, support for and consultation with local health authorities, provision of information services for research, planning, service delivery, monitoring and evaluation, and the provision of selected, direct services to the public.

33 DIRECTOR, REHABILITATIVE SERVICES — Responsible for policy and standards development, monitoring and evaluation of Home Care, Speech Pathology and Audiology, Early Intervention and overall administration of the Alberta Aids to Daily Living Extended Health Benefits programs.

34 DIRECTOR, COMMUNICABLE DISEASE CONTROL — Responsible for the coordination and monitoring of communicable disease programs, including those for tuberculosis and venereal disease, consults with and advises local health authorities, physicians, and health care institutions, and acts as an information resource on all aspects of communicable disease control and prevention.

35 DIRECTOR, FAMILY AND COMMUNITY SUPPORT SERVICES — Ensures that the provision of the Family and Community Support Service Act are carried out, assists municipalities with socio-demographic forecasting, responsible for financial and some program monitoring, and produces annual statistical review.

36 DIRECTOR, DAY CARE — Responsible for the development of provincial day care policy, legislation and standards, monitoring and evaluation of services. Also responsible for administering and enforcing the Social Care Facilities Licensing Act as it applies to all licensed social care facilities in the province.

37 DIRECTOR, MENTAL HEALTH — Responsible for the development of policy and standards, monitoring and evaluation of programs centres, and the operation of a suicide prevention program.

38 DIRECTOR, FINANCE, INFORMATION AND SUPPORT SERVICES — Provides financial, administrative, personnel and information systems support to all branches within the Health Services Division, and to 27 local health authorities.

39 DIRECTOR, VITAL STATISTICS — Responsible for the administration of the Vital Statistics Act, the Marriage Act and the Legal Change of Name Act, as well as the licensing and registration of embalmers and embalming apprentices.

40 DIRECTOR, FINANCE AND ADMINISTRATION — Provides financial and administrative support to the Health Services Division, and to 27 local health authorities.

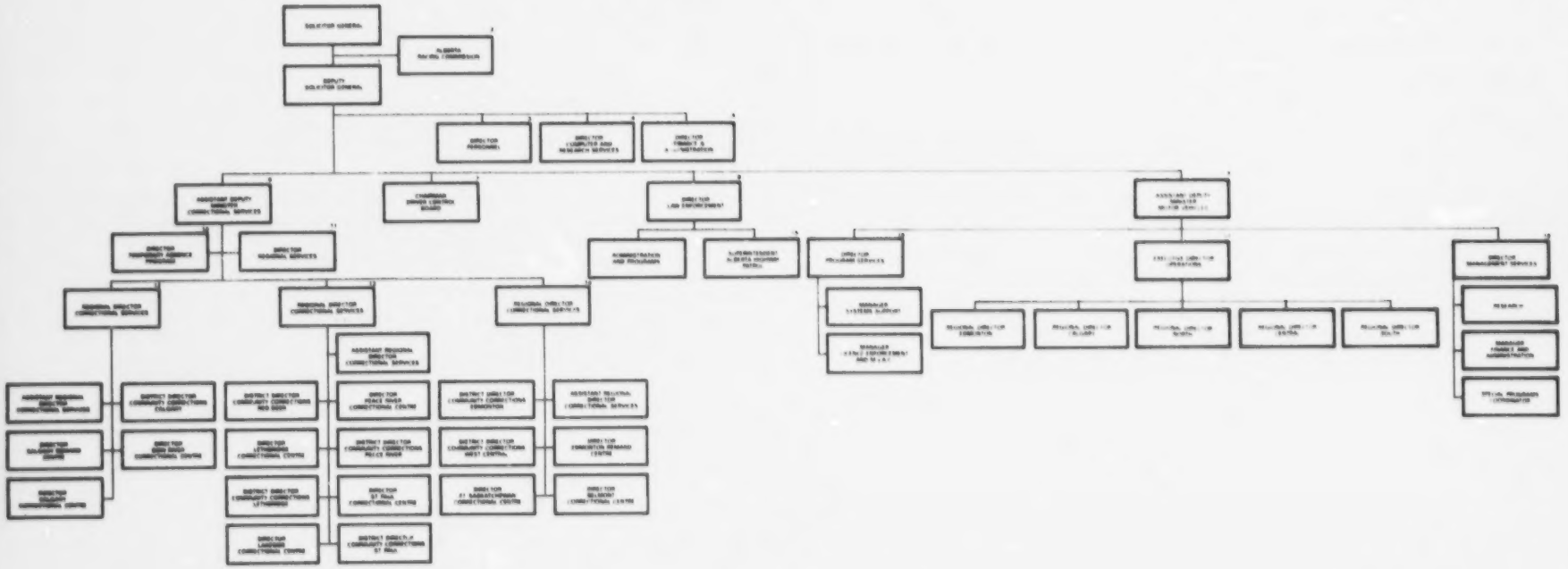
41 DIRECTOR, INFORMATION SERVICES — Provides computer and information systems support to the Health Services Division, and to 27 local health authorities.

42 DIRECTOR, DIVISION SUPPORT BRANCH — Responsible for ensuring that the Deputy Minister, Health Services and programs receive adequate support in the areas of research, planning, evaluation, monitoring and associated needs.

Alberta

SOLICITOR GENERAL

JUNE, 1983



1 DEPUTY SOLICITOR GENERAL — Functions as the permanent administrative head of the department, translating ministerial policy relating to correctional services, law enforcement and the registration of motor vehicles and drivers into plans and programs aimed at preserving public order, protecting the rights and liberties of all individuals and assisting individuals to reach their maximum potential.

2 ALBERTA RACING COMMISSION — Responsible for governing, directing, controlling, and regulating all forms of horse racing in the province, the major portion of the commission's resources being utilized to supplement purses and encourage the breeding of better stock.

3 DIRECTOR, PERSONNEL — Coordinates and implements personnel programs within the department and acts as personnel consultant for the deputy minister and department managers in terms of interpretation, administration of regulations and policy development.

4 DIRECTOR, COMPUTER AND RESEARCH SERVICES — Directs the planning and use of computers within the department, acts as liaison between the department and the Computing and Systems Division, Public Works Supply and Services, and conducts research and statistical studies to supply reports and recommendations for senior officials in areas of departmental programs and policies.

5 DIRECTOR, FINANCE AND ADMINISTRATION — Provides centralized financial and administrative services to the department, including accounting, budgeting, financial management, space planning, material supplies, public affairs, legal services and other administrative services.

6 ASSISTANT DEPUTY MINISTER, CORRECTIONAL SERVICES — Responsible for the coordination, policy direction and administration of a multi-faceted correctional centre and community corrections system for offenders in Alberta.

7 CHAIRMAN, DRIVER CONTROL BOARD — Reviews drivers' records based on recommendations from judges or the Assistance Deputy Minister, Motor Vehicles, and may prescribe terms and conditions for the possession or suspension of an operator's licence and remedial education or treatment.

8 DIRECTOR, LAW ENFORCEMENT — Responsible for providing policy and program development consultation to the minister, the deputy, and senior police and municipal officials in the areas of crime prevention, standards of police service and police relations within the community, and for the coordination of departmental activities involving Alberta Highway Patrol, Firearms Control, Private Investigators and Security Guards.

9 ASSISTANT DEPUTY MINISTER, MOTOR VEHICLES — Responsible for the operation of the Motor Vehicles Division in formulating and implementing registration policy, registration and regulation of motor vehicles, and examination and certification of operators.

10 DIRECTOR, TEMPORARY ABSENCE PROGRAM — Responsible for the coordination of the early release program for inmates from provincial correctional centres, including the approval of all temporary absences in excess of five days duration.

11 DIRECTOR, REGIONAL SERVICES — Responsible for the provision of management information and technical support to senior corrections officials and for assessing the program and planning needs within Correctional Services.

12 to 14 REGIONAL DIRECTORS, CORRECTIONAL SERVICES — Responsible for the day to day administration of all correctional programs within a geographic region in the province.

15 SUPERINTENDENT, ALBERTA HIGHWAY PATROL — Controls the enforcement of all acts and regulations pertaining to the use of public or commercial vehicles on provincial roads.

16 DIRECTOR, PROGRAM SERVICES — Responsible for ensuring that systems support is maintained on a provincial basis for all computerized transactions handled in relation to vehicle registrations and operators' licences; provides direction to the Motor Vehicles Accident Claims Fund and Licence Enforcement programs.

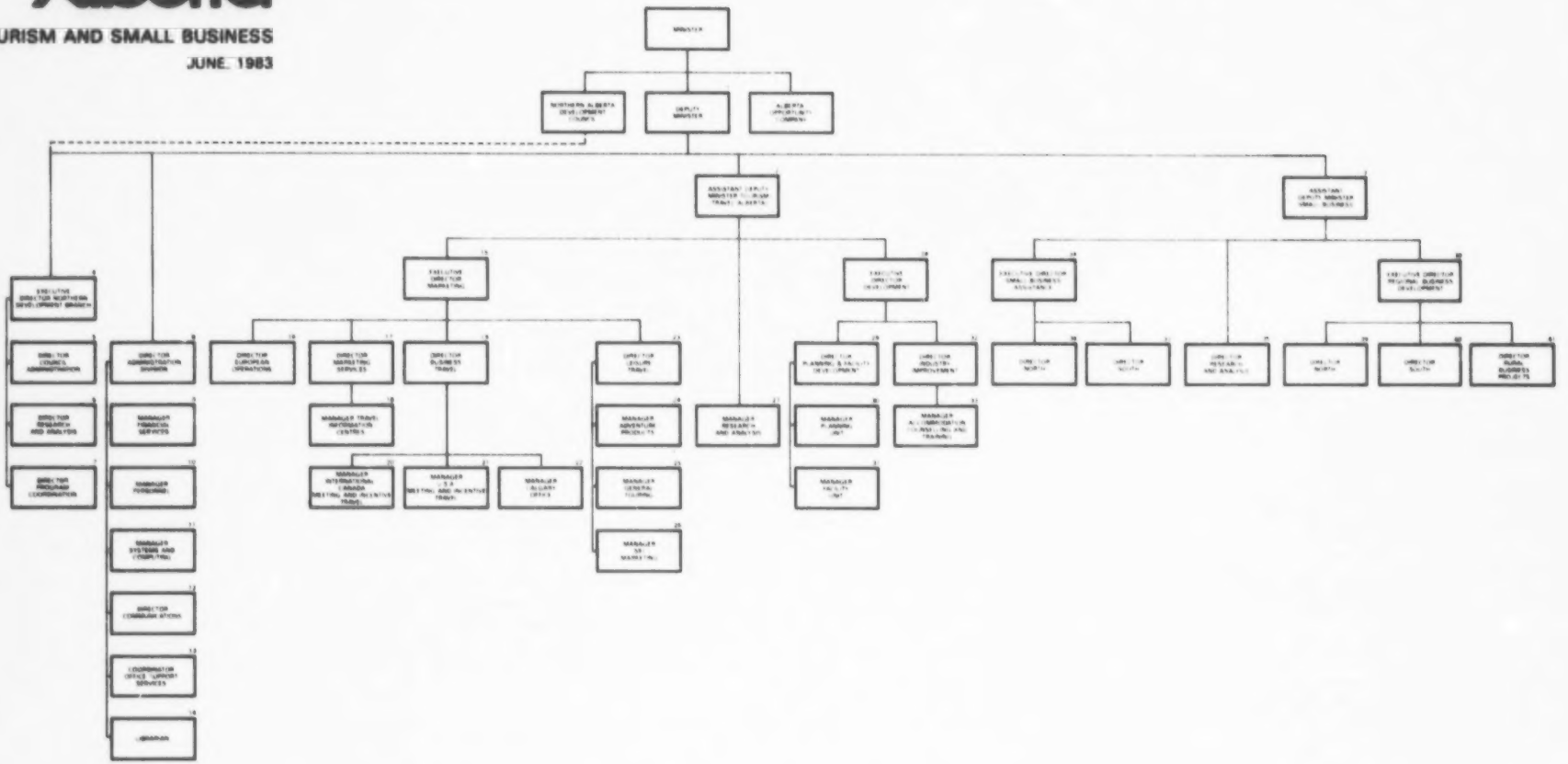
17 EXECUTIVE DIRECTOR, OPERATIONS — Responsible for the operation of programs intended to ensure the proper application of legislation and the management of data related to the licensing of motor vehicles and motor vehicle operators, and for the coordination of the vehicle and operator programs through a network of province-wide licensing and examination offices.

18 DIRECTOR, MANAGEMENT SERVICES — Responsible for the management and coordination of the finance and administration, policy and planning initiatives, and developments for Motor Vehicles Division.

Alberta

TOURISM AND SMALL BUSINESS

JUNE, 1983



1 DEPUTY MINISTER — Administers, coordinates and controls the departmental functions including fostering the growth and viability of the tourism and small business sectors of the Alberta economy and enhancing regional economic development.

2 ASSISTANT DEPUTY MINISTER, TOURISM (TRAVEL ALBERTA) — Responsible for the development and management of programs designed to stimulate the balanced growth, productivity and diversification of the tourism industry in Alberta, services relating to which are developed and provided in close cooperation with other departments and agencies, particularly Recreation and Parks.

3 ASSISTANT DEPUTY MINISTER, SMALL BUSINESS — Responsible for the development and management of programs designed to stimulate balanced growth, economic performance and management techniques of Alberta small business, including helping communities prepare for industrial business growth, services which are developed and provided in close cooperation with the Department of Economic Development and other agencies.

4 EXECUTIVE DIRECTOR, NORTHERN DEVELOPMENT BRANCH — Responsible for the planning, organization and implementation of a flexible northern development strategy through provision of administrative and technical support to the Northern Alberta Development Council, analysis of unique conditions of the region, monitoring of delivery of government programs and coordination of special gap-filling projects.

5 DIRECTOR, COUNCIL ADMINISTRATION — Responsible for the provision of detailed administrative support to the full-time Chairman of the Northern Alberta Development Council, departmental liaison and follow-up to each brief submitted at council public meetings, coordination of background material for monthly meetings of council and for Selection Committee of the Student Bursary Program.

6 DIRECTOR, RESEARCH AND ANALYSIS — Responsible for global research of northern needs, program evaluations and the provision of research, planning, analysis and policy development as requested by the Northern Alberta Development Council and the department.

7 DIRECTOR, PROGRAM COORDINATION — Responsible for monitoring program delivery of all government programs within the Northern Alberta Development Council boundary and coordination of program delivery and gap-filling projects in specific instances.

8 DIRECTOR, ADMINISTRATION DIVISION — Responsible for the overall planning, direction and coordination of department financial, administrative, personnel, legal, systems, library and communications services.

9 MANAGER, FINANCIAL SERVICES — Responsible for the administration and operation of the financial services of the department including budgeting, revenue and disbursement accounting and financial control systems.

10 MANAGER, PERSONNEL — Assists and advises department managers in matters of staffing, position classification, staff development, employee relations, occupational health and safety, pay and benefits, and ensures conformance with personnel legislation, policies, procedures, regulations, and collective agreements.

11 MANAGER, SYSTEMS AND COMPUTING — Responsible for the planning, development, implementation and maintenance of all department management information systems, including departmental records management.

12 DIRECTOR, COMMUNICATIONS — Advises and assists the department in all facets of communications to private and public sectors, including information dissemination, advertising and public relations. Acts as advisor to and liaison between program managers and local, national and international media.

13 COORDINATOR, OFFICE SUPPORT SERVICES — Responsible for office support services including space, procurement, and mail services.

14 LIBRARIAN — Responsible for maintaining and improving a collection of resource materials such as books, periodicals and audio visual items, which relate to department activity.

15 EXECUTIVE DIRECTOR, MARKETING — Responsible for the development of marketing programs in accordance with the policies of the overall Travel Alberta marketing strategy.

16 DIRECTOR, EUROPEAN OPERATIONS — Responsible for the implementation and management of tourism sales programs and support services designed to meet objectives for the United Kingdom-Europe market area of Travel Alberta.

17 DIRECTOR, MARKETING SERVICES — Responsible for servicing the Marketing Branch by the efficient distribution of Travel Alberta literature and the operation of Travel Alberta Information Centres, counselling and enquiry services, as well as the coordination of the development of literature required by the Marketing Branch.

18 MANAGER, TRAVEL INFORMATION CENTRES — Responsible for planning, development and operation of the Travel Information Centre program throughout Alberta.

19 DIRECTOR, BUSINESS TRAVEL — Responsible for the development of marketing programs to a selection of business travellers in conventions, incentive travel, industry tours, as well as pre and post convention tours.

20 MANAGER, INTERNATIONAL/CANADA, MEETING AND INCENTIVE TRAVEL — Responsible for the planning, promotion and development of business travel to choose Alberta as a venue for conventions, conferences or corporate meetings. The market area consists of Canada, United Kingdom and Western Europe.

21 MANAGER, U.S.A., MEETING AND INCENTIVE TRAVEL — Responsible for the planning, promotion and development of business travel to choose as a venue for conventions, conferences or corporate meetings. The market area consists of continental U.S.A. and Alaska.

22 MANAGER, CALGARY OFFICE — Responsible as a regional office in southern Alberta to represent and to implement programs and policies of Travel Alberta. To work for the development of business travel by providing industry tours; pre and post convention tours; and site inspections of the convention and conference facilities in the Province of Alberta, and for the operation of the Calgary office.

23 DIRECTOR, LEISURE TRAVEL — Responsible for the development of marketing

programs to those travellers who seek an experience in adventure touring, skiing or general sight seeing in the province.

24 MANAGER, ADVENTURE PRODUCTS — Responsible for the development and implementation of a marketing project in trailriding, fly-fishing, country vacations and guest ranches, in conjunction with the private sector.

25 MANAGER, GENERAL TOURING — Responsible for the development and implementation of a general touring project encompassing four modes of transportation, rubber tired, bus, rail and air, with program priority of general touring to all parts of the province.

26 MANAGER, SKI MARKETING — Responsible for the planning, development, implementation and operation of all Travel Alberta Ski Product Marketing programs and initiatives, designed to enhance the image of the Province of Alberta as a primary vacation destination.

27 MANAGER, RESEARCH AND ANALYSIS — Responsible for the provision of a statistical base to support tourism studies and programs and for the analysis of various components of the tourism plant to assist the Management Committee in policy recommendations.

28 EXECUTIVE DIRECTOR, DEVELOPMENT — Responsible for the development and directing of a comprehensive province-wide program in tourism destination area and site specific planning, facility and product development and the implementation, evaluation and improvement of tourism hospitality standards.

29 DIRECTOR, PLANNING AND FACILITY DEVELOPMENT — Responsible for the development of a destination progam, site specific tourism planning, product development and the improvement of existing facilities in the province.

30 MANAGER, PLANNING UNIT — Responsible for long-range planning strategies and development and liaison with the private sector in the development of tourism facilities.

31 MANAGER, FACILITY UNIT — Responsible for specific site tourism planning, product development and liaison with the private sector in the development of tourism facilities.

32 DIRECTOR, INDUSTRY IMPROVEMENT — Responsible for working in conjunction with the tourist related organizations in the Province of Alberta on the improvement of training and standards to ensure the visitor to the province a satisfactory vacation. Represents the department on the Travel Alberta Zone Assistance Program Review Board.

33 MANAGER, ACCOMMODATION COUNSELLING AND TRAINING — Responsible for the development and maintenance, in conjunction with the private sector, of facility standards in the tourism industry and the development of and the implementation of industry training programs in conjunction with private sector and other government departments.

34 EXECUTIVE DIRECTOR, SMALL BUSINESS ASSISTANCE — Responsible for the planning, organization and implementation of an Alberta Small Business Development program developed to increase the capabilities of small business, both in economic performance and in management techniques.

35 DIRECTOR, RESEARCH AND ANALYSIS — Provides coordination and direction for research and analyses activities to develop and maintain relevant information on small business and regional development necessary in formulation of policies, strategies and answers to enquiries to the division from program staff, senior executives or Cabinet ministers.

36 & 37 DIRECTORS, NORTH/SOUTH, SMALL BUSINESS ASSISTANCE — Located in the Edmonton and Calgary offices of Tourism and Small Business — Responsible for the day to day counselling assistance and team approach to small businessmen and entrepreneurs throughout Alberta, for liaison with other branch staff, other government departments and agencies in areas of common interest, and for evaluation of new programs to further assist small business development. Responsible for development and implementation of a positive action management improvement program.

38 EXECUTIVE DIRECTOR, REGIONAL BUSINESS DEVELOPMENT — Responsible for the planning, organization and implementation of the province-wide regional business development program designed to enhance business development throughout all the regions of Alberta by maximizing community preparedness and business opportunities compatible with the resources within each region.

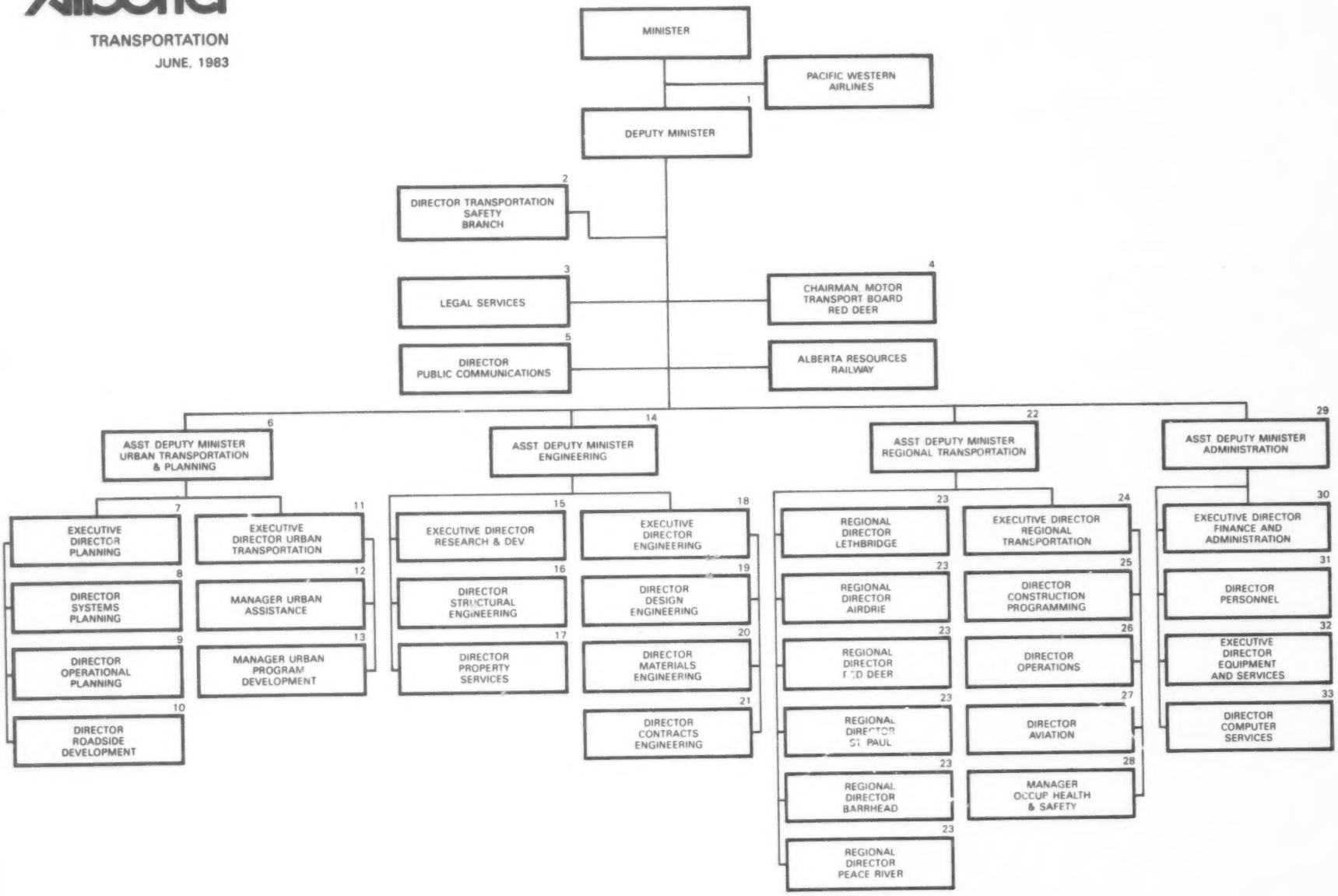
39 & 40 DIRECTORS, NORTH/SOUTH REGIONAL BUSINESS DEVELOPMENT — Located in the Grande Prairie and Calgary offices of Tourism and Small Business, assist in development of objectives and strategic economic development plans, and are responsible for the effective implementation of the regional business development programs throughout Alberta by maximizing community preparedness and business opportunities compatible with the resources within each region, for the supervision and motivation of private business development representatives, and for discussions in respect of industrial and commercial expansion or entry into Alberta with executives of firms.

41 DIRECTOR, RURAL BUSINESS PROJECTS — Responsible for the economic development of small communities in disadvantaged regions, the Alberta Industrial Land Assistance program, economic planning in resource communities, and the implementation of the business and industrial standard of operation in the hospitality services industries.

Alberta

TRANSPORTATION

JUNE, 1983



1 DEPUTY MINISTER — Manages the department to ensure the timely development and maintenance of transportation policies, facilities and services, appropriate to the needs of Albertans for the safe and efficient movement of people and products, and the economic and social development of the province.

2 DIRECTOR, TRANSPORTATION SAFETY BRANCH — Responsible for development and coordination of safety programs aimed at the reduction of transportation accidents or fatalities using state of the art techniques related to the driver, roadway and vehicle.

3 LEGAL SERVICES — Provides legal advice and support to the department, represents the department on expropriations, prepares agreements and assists in the development of legislation.

4 CHAIRMAN, MOTOR TRANSPORT BOARD, RED DEER — Manages the Motor Transport Board and Branch organization whose purpose it is to govern, in the public interest, highway transportation in and for the province of Alberta by providing a regulatory process which gives the industry access and the government a measure of control in the area of operating rights and protection of the highway plant and the public.

5 DIRECTOR, PUBLIC COMMUNICATIONS — Responsible for the analysis of public communications needs within the department related to its programs, and the preparation and execution of planned communications programs to meet these needs.

6 ASSISTANT DEPUTY MINISTER, URBAN TRANSPORTATION AND PLANNING — Responsible for development and implementation of the Urban Transportation Assistance program as well as the long-range systems planning and functional design of provincial highways.

7 EXECUTIVE DIRECTOR, PLANNING — Responsible for coordinating the systems planning, location studies, functional planning and roadside development throughout the province.

8 DIRECTOR, SYSTEMS PLANNING — Monitors the development plans of government agencies and the private sector, forecasts transportation demands, examines alternatives and recommends a multi-modal transportation system which best serves the development objectives of the province.

9 DIRECTOR, OPERATIONAL PLANNING — Responsible for location studies and functional design for all new proposed highways in the province.

10 DIRECTOR, ROADSIDE DEVELOPMENT — Responsible for the control and direction of development in the vicinity of primary highways and selected secondary roads.

11 EXECUTIVE DIRECTOR, URBAN TRANSPORTATION — Develops policies to recognize the needs and opportunities of urban communities and administers the Urban Transportation Assistance program.

12 MANAGER, URBAN ASSISTANCE — Recommends on levels and strategies for funding under the Urban Transportation Assistance program.

13 MANAGER, URBAN PROGRAM DEVELOPMENT — Recommends standards of construction for urban projects, implements and monitors grant allocations to urban areas.

14 ASSISTANT DEPUTY MINISTER, ENGINEERING — Responsible for engineering standards of design, materials, contracts and specifications for the construction of roads, bridges and airports; for the acquisition, management and disposal of property and for supervision of the department's research and development programs.

15 EXECUTIVE DIRECTOR, RESEARCH AND DEVELOPMENT — Responsible for coordinating and providing direction to the department's research and development effort including the organization of research projects in areas of engineering and transportation physical development and maintenance.

16 DIRECTOR, STRUCTURAL ENGINEERING — Responsible for structural design, structural materials fabrication, specifications, structural engineering standards, testing and quality control, for structural contract preparation, claims administration, bridge maintenance standards and inventory, and for the construction of bridges and other structures under contract.

17 DIRECTOR, PROPERTY SERVICES — Responsible for conducting all land acquisition and legal surveys for the department, managing the property owned by the department and the disposal of surplus property.

18 EXECUTIVE DIRECTOR, ENGINEERING — Responsible for design, materials engineering, contract preparation and specifications for highway, road and airport construction.

19 DIRECTOR, DESIGN ENGINEERING — Responsible for geometric design standards for primaries and secondaries, and design of roadways, airports, rights-of-way, utilities, illumination and signs.

20 DIRECTOR MATERIALS ENGINEERING — Responsible for geotechnical engineering services, construction quality control testing standards and procedures, the departmental testing laboratory, aggregates supply and management, pavement strength and conditions rating, inventory and monitoring.

21 DIRECTOR, CONTRACTS ENGINEERING — Responsible for departmental general specifications and roadway and airport construction specifications, construction engineering standards, tender and contract preparations, contract claims administration and for the audit of final estimates.

22 ASSISTANT DEPUTY MINISTER, REGIONAL TRANSPORTATION — Responsible for developing and implementing a regional program covering the full range of operational services associated with the modes of transportation in which the department is involved.

23 REGIONAL DIRECTORS — Responsible for developing and implementing the department's programs and all operating programs within the six assigned geographic regions.

24 EXECUTIVE DIRECTOR, REGIONAL TRANSPORTATION — Responsible for the planning, coordination and management of the delivery of all the departmental programs, primaries, secondaries, airports, municipal programs and ancillary programs, and the maintenance of these facilities.

25 DIRECTOR, CONSTRUCTION PROGRAMMING — Responsible for the development and maintenance of a continuous formal five-year plan for the entire department including primaries, secondaries, bridges, airports, municipal pro-

grams and ancillary programs and the management of the current year program for primaries, secondaries, bridges, airports, municipal programs and ancillary programs.

26 DIRECTOR, OPERATIONS — Responsible for the regional activities in connection with maintenance and construction camps.

27 DIRECTOR, AVIATION — Responsible for the airport development program and the operations of department owned airports.

28 MANAGER, OCCUPATIONAL HEALTH AND SAFETY — Responsible for the supervision of the department's occupational health and safety program.

29 ASSISTANT DEPUTY MINISTER, ADMINISTRATION — Manages and coordinates support services including equipment supply and services, personnel, financial planning and operations, and computer services.

30 EXECUTIVE DIRECTOR, FINANCE AND ADMINISTRATION — Responsible for developing and administering a financial management system to advise, assist and control financial plans and transactions, coordinating space requirements and the communication distribution system.

31 DIRECTOR, PERSONNEL MANAGEMENT — Responsible for developing and administering programs to advise, assist and control transactions in the areas of wage and salary administration, recruitment and selection, position classification and industrial relations, together with the development and implementation of manpower planning and organizational development systems, and the administration of the department's training program.

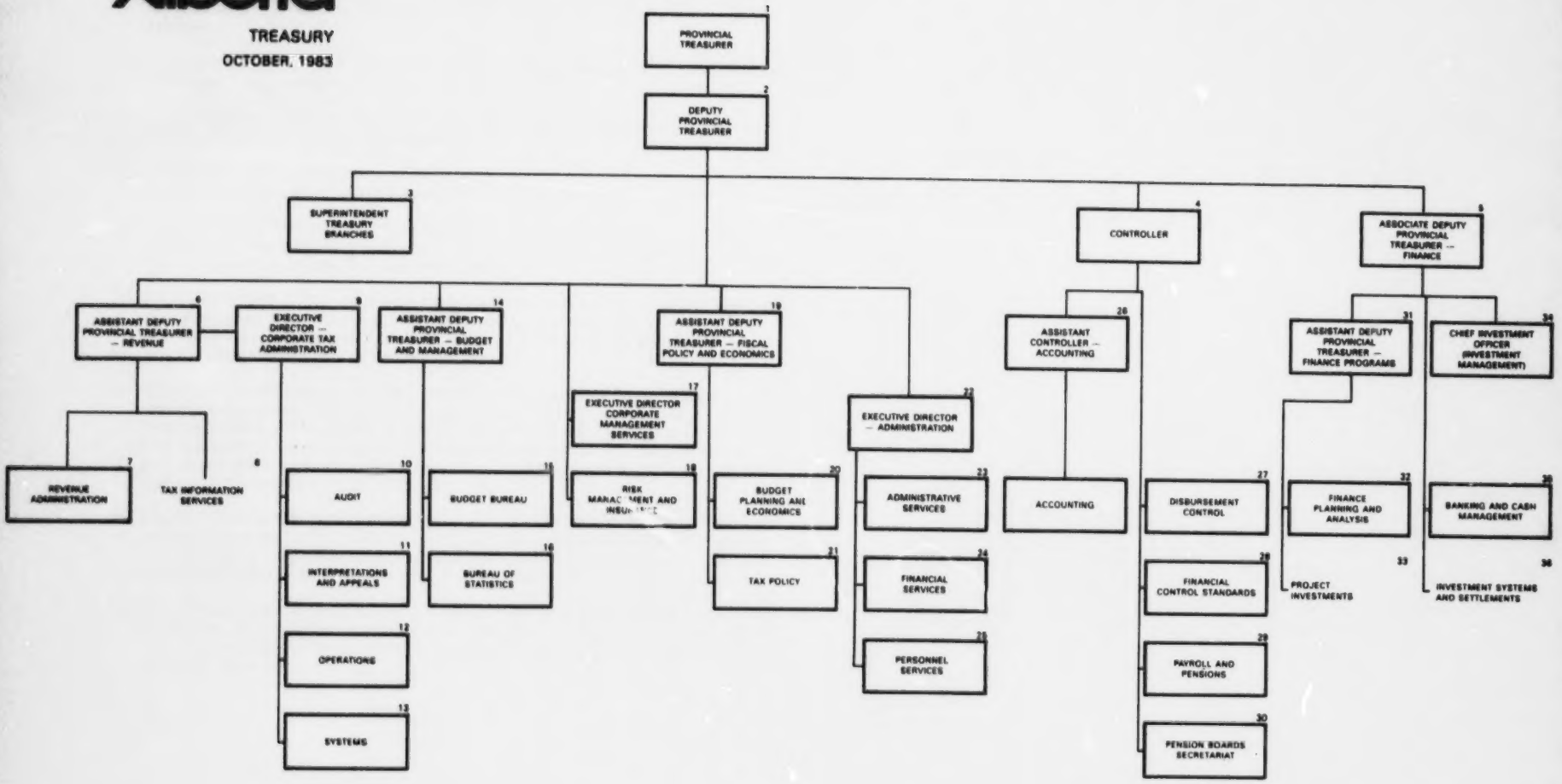
32 EXECUTIVE DIRECTOR, EQUIPMENT SUPPLY AND SERVICES — Responsible for administering the stock advance fund, purchasing equipment and supplies, maintaining and repairing vehicles, heavy equipment and related materials, and maintaining service depots throughout the province.

33 DIRECTOR, COMPUTER SERVICES — Responsible for providing data processing services to all branches of Alberta Transportation, including data conversion, analysis and programming, software support and operation, and maintenance of computer systems.

Alberta

TREASURY

OCTOBER, 1983



1 PROVINCIAL TREASURER — The Provincial Treasurer, in accordance with provisions of the Financial Administration Act, is responsible for the collection, management, control and reporting of revenue and expenditure; borrowings, investments, cash management; financial and budgetary procedures of the Crown, including the Alberta Heritage Savings Trust Fund; fiscal and economic planning; the development of tax policies and administration of corporate taxation and business incentives; and administration of public sector pension plans.

2 DEPUTY PROVINCIAL TREASURER — In addition to managing and administering Alberta Treasury, the Deputy Provincial Treasurer serves on the following committees and boards.

Cabinet committees
— Priorities, Finance and Coordination
— Management Policy
— Treasury Board

Boards
— Alberta Government Telephones Commission
— Alberta Home Mortgage Corporation
— Alberta Municipal Financing Corporation
— Alberta Resources Railway Corporation

Committees
— Health Science Centre Implementation Committee

3 SUPERINTENDENT, TREASURY BRANCHES — Responsible for the system of branches and agencies throughout the province which accept money on deposit from the public, loan money to persons and firms, provide safekeeping facilities to the public and act as agent of the government for the issuance of various licences, collection of fees, etc. The objective is to provide a full range of financial services at reasonable costs and to earn a profit on operations for the benefit of all Albertans.

4 CONTROLLER — Prescribe accounting, financial control and reporting policies and procedures for financial administration in departments, and procedures for the administration of government pension plans; make recommendations on pensions policy and legislation.

5 ASSOCIATE DEPUTY PROVINCIAL TREASURER, FINANCE — Responsible for the management of the province's major financial assets and liabilities. This includes: all investment activities including the Alberta Heritage Savings Trust Fund; cash management and banking activity; loan and other guarantees; financing of Crown corporation capital budgets; and management of the province's borrowing programs.

6 ASSISTANT DEPUTY PROVINCIAL TREASURER, REVENUE — Responsible for collection of specified tax revenues (corporate, fuel oil, tobacco, pari-mutuel), administration of the Alberta Farm Fuel Distribution Allowance, and collection of past due government receivables.

7 REVENUE ADMINISTRATION — Collect Alberta tobacco, fuel oil and pari-mutuel taxes; administer the system for provision and control of the Alberta Farm Fuel Distribution Allowance and the Public Utilities Income Tax Rebate program; audit the records of agents, tax collectors and dealers; operate a central collection service to maximize the recovery of debt owing to the Crown; develop and encourage good collection procedure and vigorous collection efforts by departments and agencies; make recommendations for compromises, remissions or write-offs of accounts and loans receivable; operate a central revenue deposit service for government; contract for and coordinate the armoured car service for government; review and evaluate minor revenue sources such as fees, permits and other miscellaneous types of revenue and recommend changes to improve the cost-effectiveness or efficiency of the revenue collection process; disseminate information and provide assistance to departments and agencies concerning federal sales tax regulations and their implications; coordinate the cost accumulation and claiming process under various federal-provincial cost shared programs.

8 TAX INFORMATION SERVICES — Communicate the provisions, procedures and program of the Alberta Corporate Income Tax Act and ensure the quality, comprehensiveness and timeliness of public contact.

9 EXECUTIVE DIRECTOR — CORPORATE TAX ADMINISTRATION — Plans, develops and maintains operational functions related to the collection of Alberta corporate income tax. Communicates the provisions, procedures and program of the Alberta Corporate Income Tax Act and ensures quality, comprehensive and timeliness of public contact.

10 AUDIT — Carries out verification of declared income tax and claims for incentive entitlements. Identifies areas where taxpayers have incorrectly minimized declared income for tax purposes or have maximized incentive eligibility.

11 INTERPRETATIONS AND APPEALS — Assists taxpayers and tax practitioners in the interpretation of the Alberta Corporate Income Tax Act by providing rulings and opinions. Responds to objections and appeals made by taxpayers in respect of assessed taxes.

12 OPERATIONS — Processes corporate income tax returns, maintains taxpayer accounts and provides for the collection of taxes arising therefrom.

13 SYSTEMS — Supports the administrative, operational and management information requirements through manual and automated systems.

14 ASSISTANT DEPUTY PROVINCIAL TREASURER, BUDGET AND MANAGEMENT — Responsible for the management of the provincial expenditure budget planning and approval process, cross-government administrative policy and statistical information on economic and social conditions in the province.

15 BUDGET BUREAU — Review and analyse departmental and agency expenditure proposals, prepare and coordinate annual budget estimates of departments and agencies, prepare recommendations on financial resource allocations, monitor changes in budget plans during the fiscal year and develop budgetary procedures.

16 BUREAU OF STATISTICS — Collect, compile, analyse, disseminate, and advise and educate users about Alberta economic, demographic and social statistics. As the central statistical agency of the government, determine and respond to the needs of both public and private sector users, including providing required statistical data for the policy and planning functions of the Alberta government and the decision-making processes in the private sector. Provide methodological assistance to, and coordinate the existing and proposed statistical activities of, government departments; serve as the focal point for the coordination of statistical activity with Statistics Canada and other provincial statistical agencies.

17 EXECUTIVE DIRECTOR, CORPORATE MANAGEMENT SERVICES — Responsible for the administration of the Alberta Municipal Financing Corporation as its general manager. Provides corporate accounting services for the Alberta Resources Railway Corporation and advisory services regarding Treasury's responsibilities on various boards and committees.

18 RISK MANAGEMENT AND INSURANCE — Administer and coordinate the government's insurance and risk management program, including analysis of risk, negotiation for insurance coverage, analysis of contracts, management of government self-insured exposure, assist and provide specialized insurance services to Crown corporations, payment of claims, compilation of loss statistics, analysis of insurance losses and establish a loss prevention program on government-wide basis.

19 ASSISTANT DEPUTY PROVINCIAL TREASURER, FISCAL POLICY AND ECONOMICS — Responsible for provision of policy research, analysis and recommendations on the province's budget plan, economic and taxation policies, and inter-governmental fiscal relations, as well as for the development of legislation implementing the government's tax policy decisions.

20 BUDGET PLANNING AND ECONOMICS — Responsible for research, analysis and policy advice concerning short- and medium-term budget planning for the government, monitoring of the government's financial plan, current and future economic conditions in Alberta and Canada, a variety of specific fiscal and economic issues, and inter-governmental fiscal relations.

21 TAX POLICY — Analyse policy issues regarding the government's own source revenue structure; analyse and develop tax programs to meet government objectives; develop tax legislation and regulations; liaise with Corporate Tax Administration, Revenue Administration and Revenue Canada relative to implementation and on-going administration of tax programs.

22 EXECUTIVE DIRECTOR — ADMINISTRATION — Responsible for the provision of support services to the department through the Administrative, Financial, and Personnel Services Divisions. Provides liaison with Civil Law, Alberta Attorney General, regarding the provision of legal services to Alberta Treasury; and is also Treasury's senior financial officer.

23 ADMINISTRATIVE SERVICES — Manage departmental communications, building services and space management, EDP services, libraries, records management and provide related administrative services. Implement departmental administrative policies and procedures.

24 FINANCIAL SERVICES — Manage departmental accounting, budgeting, internal control and internal financial reporting. Administer garnishees/third party demands on government employees and vendors doing business with the government. Maintain a registry for direct and guaranteed debenture debt of the province and administer payment on this debt. Provide a safekeeping service to government departments.

25 PERSONNEL SERVICES — Provide a comprehensive personnel service to management and employees of Alberta Treasury.

26 ASSISTANT CONTROLLER, ACCOUNTING — Develop accounting and financial reporting policies, operate systems to control issued and negotiated cheques and replacement cheques, accountable advances, payment reporting, revenue distribution and reporting and general ledger accounting; prepare interim financial statements and the Public Accounts.

27 DISBURSEMENT CONTROL — Operate the central government payment of accounts system, and examine proposed disbursements for legality, authority and availability of funds.

28 FINANCIAL CONTROL STANDARDS — Develop and communicate financial control policies and procedures, monitor departmental compliance with prescribed standards, and provide advice and assistance to departments in improving control systems and procedures.

29 PAYROLL AND PENSIONS — Operate the central government payroll system, and administer six government pension plans including the collection of pension contributions and determination and payment of pension benefits.

30 PENSION BOARDS SECRETARIAT — Provide administrative support to the Public Service Pension Board, Public Service Management Pension Board, Local Authorities Pension Board, Special Forces Pension Board and Universities Academic Pension Board. Responsible for communication of board decisions, preparation of annual reports of the boards, provision of information respecting pension plans to plan members and pensioners, and liaison with other public pension authorities. Provide policy advice and analysis respecting public pension plan design.

31 ASSISTANT DEPUTY PROVINCIAL TREASURER, FINANCE PROGRAMS — Responsible for managing the overall planning, administration and arrangement of all non-market investments for the Alberta Heritage Savings Trust Fund; the financial and administrative aspects of advances and guaranteed loans; and development of policy and administrative procedures on a broad range of government financing arrangements, including direct and guaranteed borrowing.

32 FINANCE PLANNING AND ANALYSIS — Provide overall planning and administration for the Alberta Heritage Savings Trust Fund; budget review and monitoring of Capital Projects Division investments under the Heritage Fund; and analysis and policy development of government financing arrangements including Crown corporation budgets and programs.

33 PROJECT INVESTMENTS — Document and administer all investments under the Canada, Alberta and Energy Investment Divisions of the Alberta Heritage Savings Trust Fund. Manage the financial and administrative aspects of the government's guaranteed loan programs, develop policies and regulations respecting guaranteed loans, administer a variety of advances to funds and agencies, and analyse and recommend government involvement in loans or guaranteed loans for specific entities. Responsible for coordinating documentation of direct and guaranteed market borrowings.

34 CHIEF INVESTMENT OFFICER (INVESTMENT MANAGEMENT) — Provide short- and long-term investment management for various government accounts. Conduct capital market and investment risk analysis.

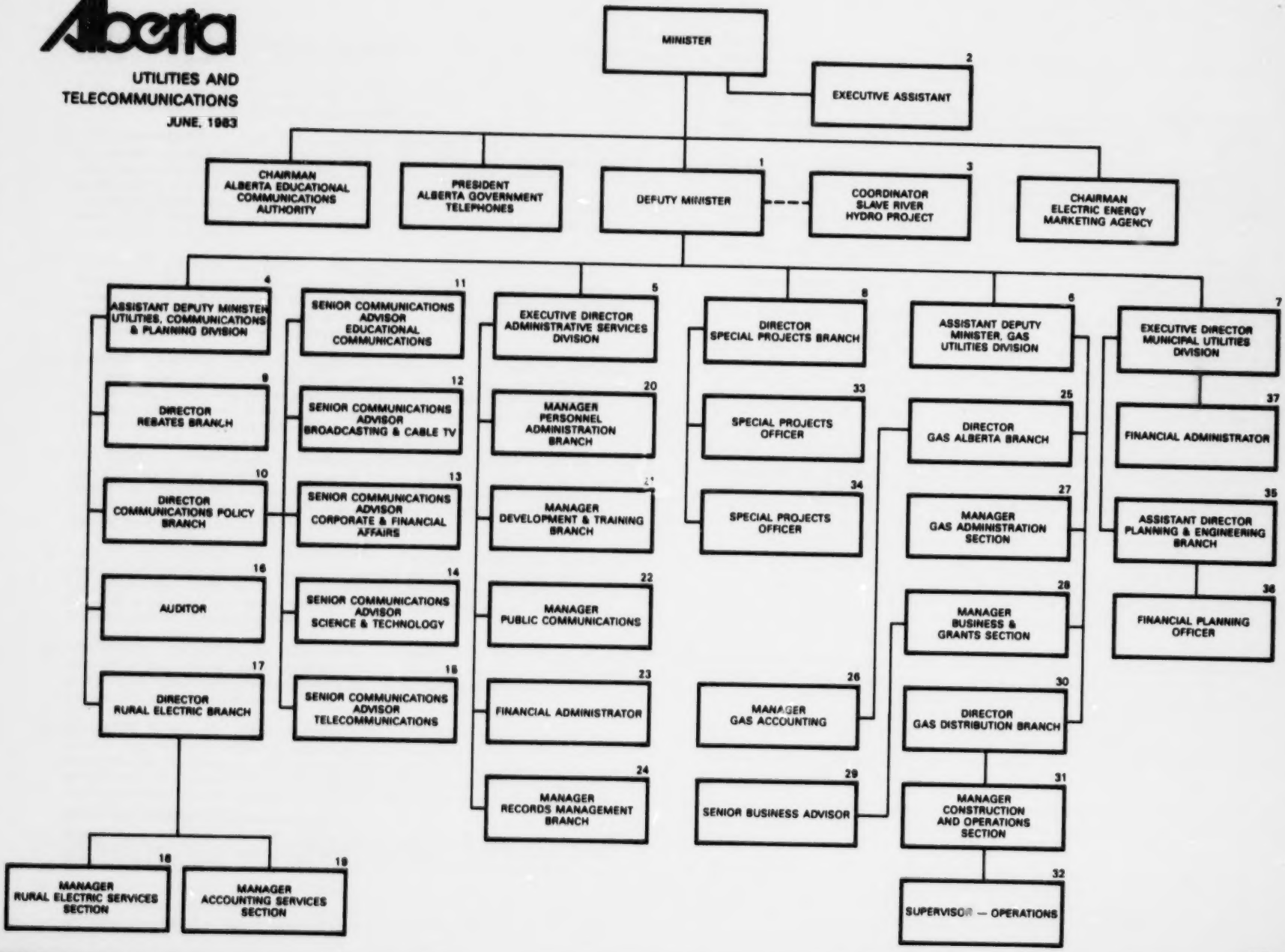
35 BANKING AND CASH MANAGEMENT — Manage the banking relationships of government, including bank accounts, cash management systems, and analyse government cash flows on short- (daily and weekly) and medium-terms (up to one year). Ensure investment receipts are collected as specified, and debt is effectively managed.

36 INVESTMENT SYSTEMS AND SETTLEMENTS — Administer and control all investment settlement activities. Monitor investment control, accounting and information reporting services. Maintain, operate and develop manual and automated investment-related systems.

Alberta

UTILITIES AND TELECOMMUNICATIONS

JUNE, 1983



1 DEPUTY MINISTER — Plans, directs, organizes, controls and evaluates the activities of the utilities segment, recommends policy and legislative changes, coordinates department functions with related agencies and departments, and is a member of the AGT Commission.

2 EXECUTIVE ASSISTANT — Responsible to the minister as research assistant and special project resource, directing and controlling the administrative activities of the minister's office.

3 COORDINATOR, SLAVE RIVER HYDRO PROJECT — Principal government contact with utility companies to review proposals to advance the Slave River project to the final decision stage, including designing and integrating projects into the Alberta system, recommending and monitoring expenditure levels, and acting as prime contact with local communities, environmental interest groups and other provincial departments engaged in the project.

4 ASSISTANT DEPUTY MINISTER, UTILITIES, COMMUNICATIONS AND PLANNING DIVISION — Plans, organizes, directs, controls and evaluates the activities of the Rebates and Rural Electric Branches, and is responsible for the coordination and planning of future requirements for telecommunications and electric power, and for recommending policy and legislative changes.

5 EXECUTIVE DIRECTOR, ADMINISTRATIVE SERVICES DIVISION — Plans, directs, organizes, controls and evaluates the activities of the Personnel Administration, Financial Administration, Records Management, Development and Training, and Public Communications Branches.

6 ASSISTANT DEPUTY MINISTER, GAS UTILITIES DIVISION — Plans, develops, controls and directs the implementation of provincial policies and programs relating to rural utilities and private utilities in the natural gas field, and recommends policy, programs and legislative changes.

7 EXECUTIVE DIRECTOR, MUNICIPAL UTILITIES DIVISION — Plans, directs, controls and evaluates the application of provincial policies and programs relating to the provision of financial assistance for municipal water and sewage facilities, and recommends policy, program and legislative changes.

8 DIRECTOR, SPECIAL PROJECTS BRANCH — Carries out special projects as required by the department's minister, deputy minister, assistant deputy ministers and directors, and provides a broad area of expertise in assisting the department to effectively carry out its program objectives.

9 DIRECTOR, REBATES BRANCH — Plans, directs, organizes, controls and evaluates the activities of the branch in the administration of the Natural Gas Rebate Act under which rebate plans, primarily the Natural Gas Price Protection Plan, shield Alberta consumers from escalating energy costs.

10 DIRECTOR, COMMUNICATIONS POLICY BRANCH — Advises the assistant Deputy Minister, Utilities, Communications and Planning, regarding provincial communications policies and the impact of these policies now in effect or contemplated in other jurisdictions.

11 SENIOR COMMUNICATIONS ADVISOR — EDUCATIONAL COMMUNICATIONS — Responsible for strategic planning, policy analysis, formulation of policy options and providing professional advice to senior departmental management on educational broadcasting and cablecasting, and the development and application of new technologies in educational communications.

12 SENIOR COMMUNICATIONS ADVISOR — BROADCASTING AND CABLE TV — Responsible for strategic planning, policy analysis, formulation of policy options and providing professional advice to senior departmental management on issues affecting the development of the broadcasting and cable TV industry segment of the Alberta communications sector.

13 SENIOR COMMUNICATIONS ADVISOR — FINANCIAL AND CORPORATE AFFAIRS — Responsible for strategic planning, policy analysis, formulation of policy options and providing professional advice to senior departmental management on corporate and financial issues affecting the development of the Alberta communications sector.

14 SENIOR COMMUNICATIONS ADVISOR — SCIENCE AND TECHNOLOGY — Responsible for strategic planning, policy analysis, formulation of policy options and providing professional advice to senior departmental management on scientific, engineering and technology issues affecting the development of the Alberta communications sector.

15 SENIOR COMMUNICATIONS ADVISOR — TELECOMMUNICATIONS — Responsible for strategic planning, policy analysis, formulation of policy options and providing professional advice to senior departmental management on issues affecting the development of the telecommunications industry in Alberta.

16 AUDITOR — Carries out audits of natural gas distributors and regulated utility companies and/or reviews eligibility for construction grants provided by the government for natural gas distribution. The auditor also performs other duties of an audit nature upon request for deputy and assistant deputy ministers.

17 DIRECTOR, RURAL ELECTRIC BRANCH — Plans, directs, organizes, controls and evaluates the activities of the branch involved in the implementation of government policies and programs in rural electrification.

18 MANAGER, RURAL ELECTRIC SERVICES SECTION — Administers government policies for financing electric power development in rural areas and maintains surveillance of the operations of rural electrification associations.

19 MANAGER, ACCOUNTING SERVICES SECTION — Responsible for the financial control and repayment of all loans from the Rural Electrification Revolving Fund, and evaluates applications from rural electrification associations for government-guaranteed loans.

20 MANAGER, PERSONNEL ADMINISTRATION BRANCH — Responsible for the planning, development, implementation and administration of the departmental personnel program.

21 MANAGER, DEVELOPMENT AND TRAINING BRANCH — Responsible for the provision of instructional programs, career counselling, coordinating MPAS and EPAS for the departmental staff, and for instructional programs for staffs of natural gas cooperatives, rural electrification associations and utilities officers.

22 MANAGER, PUBLIC COMMUNICATIONS — Provides public relations consulting and communications services to the department in concert with the Public Affairs Bureau, including media liaison and coverage, department publications, audio-visual and print materials, advertising and public information planning.

23 FINANCIAL ADMINISTRATOR — Provides financial management services, co-

ordinates the departmental budget and administers financial controls to satisfy management and legislative needs in dealing with public funds.

24 MANAGER, RECORDS MANAGEMENT BRANCH — Responsible for the provision of all activities in records management for the department including the library and the provision of supply and services.

25 DIRECTOR, GAS ALBERTA BRANCH — Acts as government's broker in negotiating, buying and selling of natural gas from major suppliers to rural gas distributors, provides a computerized financial revenue, accounting and billing system for wholesale purchases and retail natural gas sales. Plans, directs, organizes, controls and evaluates the activities of the branch.

26 MANAGER, GAS ACCOUNTING — Manages computerized gas accounting, revenue, financial and retail billing systems. Administers contractual arrangements between gas suppliers, distributors and the branch; responsible for financial audits of distributors having aged or doubtful accounts with the branch.

27 MANAGER, GAS ADMINISTRATION SECTION — Provides administrative services to rural natural gas cooperatives with regard to government-guaranteed loans, legal documents for contracts, land titles, lien notes, borrowed funding, utility rights-of-way and easements, and carries out related functions of Director of Cooperative Activities.

28 MANAGER, BUSINESS AND GRANTS SECTION — Provides financial and business advice to rural natural gas distributors on the interpretation of government policies concerning construction, operations and maintenance of the distribution system, provides analytical studies and statistics for cooperatives and administers the grant programs for rural natural gas distributors, for rural municipalities for utility officers, and for individuals for costs of propane/fuel oil tanks purchased or rented in areas where natural gas service is not available. Directs auditing of rural gas distributors' construction costs to verify eligibility for grants.

29 SENIOR BUSINESS ADVISOR — Provides financial and business advice to rural natural gas distributors. Supervises and verifies construction cost auditing and calculation of grant eligibility by the business analysts. Provides training, specifically tailored for natural gas distributors in financial and business matters.

30 DIRECTOR, GAS DISTRIBUTION BRANCH — Plans, directs, organizes, controls and evaluates the activities of the branch, including the implementation of governmental policies and programs for construction and maintenance of gas utilities.

31 MANAGER, CONSTRUCTION AND OPERATIONS SECTION — Responsible for giving technical advice and assistance to rural natural gas distributors on all matters relating to design, construction, gas supplies and system operations. Determines and approves the level of capital grant support, and issues approvals to construct. Acts as project manager for high-pressure pipelines constructed and owned by the department. Manages a materials quality control program and coordinates franchise matters.

32 SUPERVISOR, OPERATIONS — Technical manager responsible for development and coordination of a variety of programs relative to construction and operation of gas transmission and distribution systems, gas supplies and sources, and materials quality assurance.

33 SPECIAL PROJECTS OFFICERS — As members of the special projects team,
& these positions will conduct studies on major gas and electric utility matters as
34 well as internal departmental studies as required.

35 ASSISTANT DIRECTOR, PLANNING AND ENGINEERING BRANCH — Plans, directs, controls and evaluates the activities of the branch, including the identification, evaluation and prioritization of municipal water and sewage projects eligible to receive provincial grants.

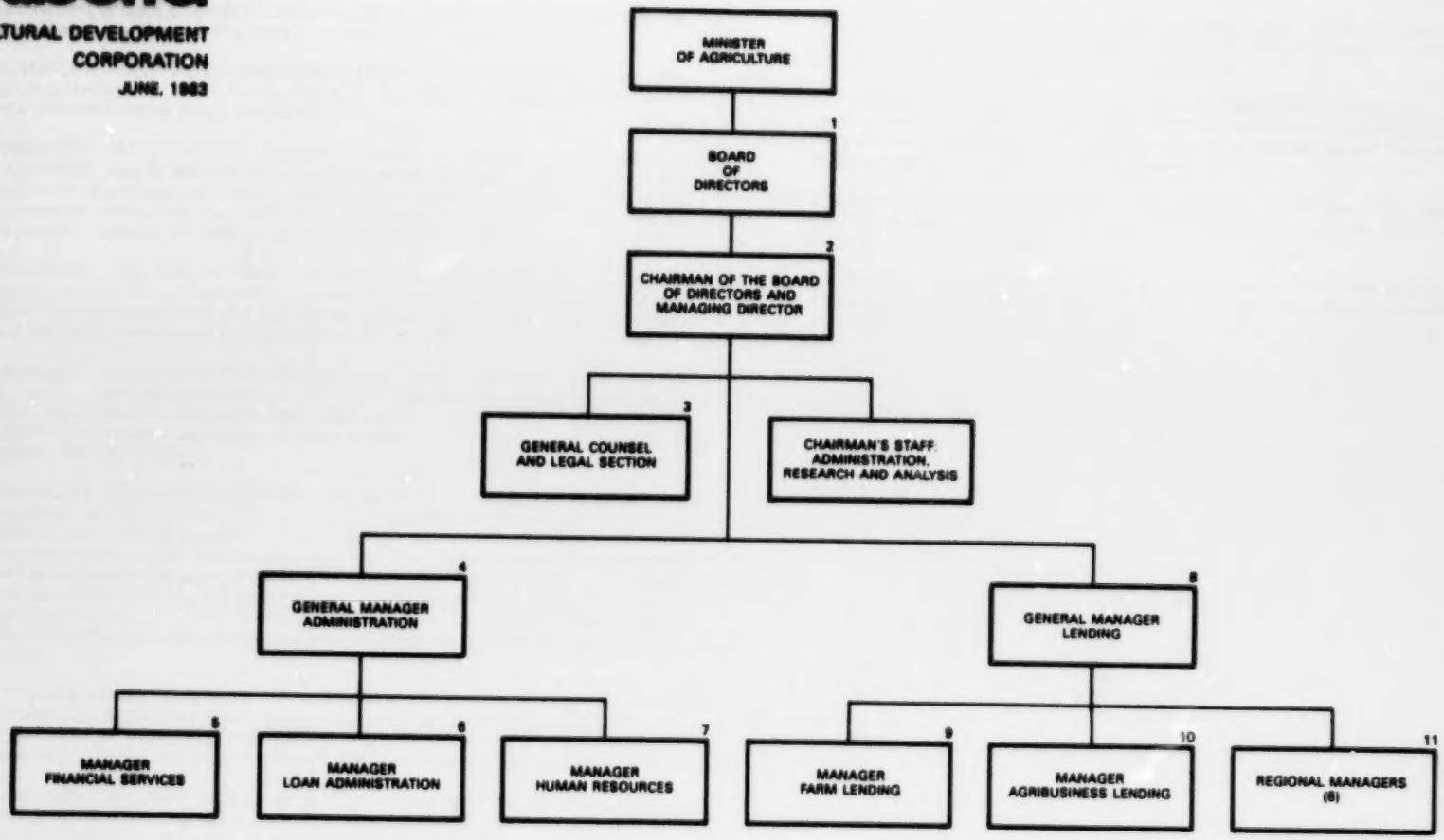
36 FINANCIAL PLANNING OFFICER — Responsible for the financial impact of funding request and the preparation of future budget forecasts for the water and sewage assistance program.

37 FINANCIAL ADMINISTRATOR — Directs and controls the administration of agreements and contracts relating to the provision of financial assistance for municipal water and sewage facilities.

Alberta

AGRICULTURAL DEVELOPMENT CORPORATION

JUNE, 1983



1 **BOARD OF DIRECTORS** — Responsible for the conduct of the affairs of the corporation which provides province-wide direct and guaranteed loan programs for farmers and agri-businesses; establishes policies and programs of the corporation and makes policy recommendations to the minister.

2 **CHAIRMAN OF THE BOARD OF DIRECTORS AND MANAGING DIRECTOR** — The chief executive officer of the corporation, responsible for the management, coordination and control of the corporation's functions and for providing advice to the minister on policies and programs.

3 **GENERAL COUNSEL AND LEGAL SECTION** — Responsible for the preparation of legislation, orders in council, Treasury Board minutes, regulations, by-laws and other legal documents, and for advising the chairman, board of directors and other corporate staff with regard to the interpretation of legal matters, documents and procedures. Responsible for legal documentation for loans.

4 **GENERAL MANAGER, ADMINISTRATION** -- Responsible for all non-lending functions, including financial services, EDP systems, loan administration, personnel and training, and office support services; includes budget preparation, financial and control functions; makes policy recommendations to the chairman and board of directors.

5 **MANAGER, FINANCIAL SERVICES** — Acts as treasurer and senior financial officer of the corporation; responsible for preparing budgets and forecasts, for accounting and EDP systems.

6 **MANAGER, LOAN ADMINISTRATION** — Manages all delinquent accounts, recommends legal action, administers Alberta Farm Development Loan Guarantee program and related incentives, and administers the corporation's program of farm property insurance.

7 **MANAGER, HUMAN RESOURCES** — Manages and administers all personnel-related programs, including staff training and development, in accordance with policies developed by the Personnel Administration Office.

8 **GENERAL MANAGER, LENDING** — Responsible for all direct lending and specific guarantee programs of the corporation and for the activities of all lending staff throughout the province; makes policy and program recommendations to the chairman and board of directors.

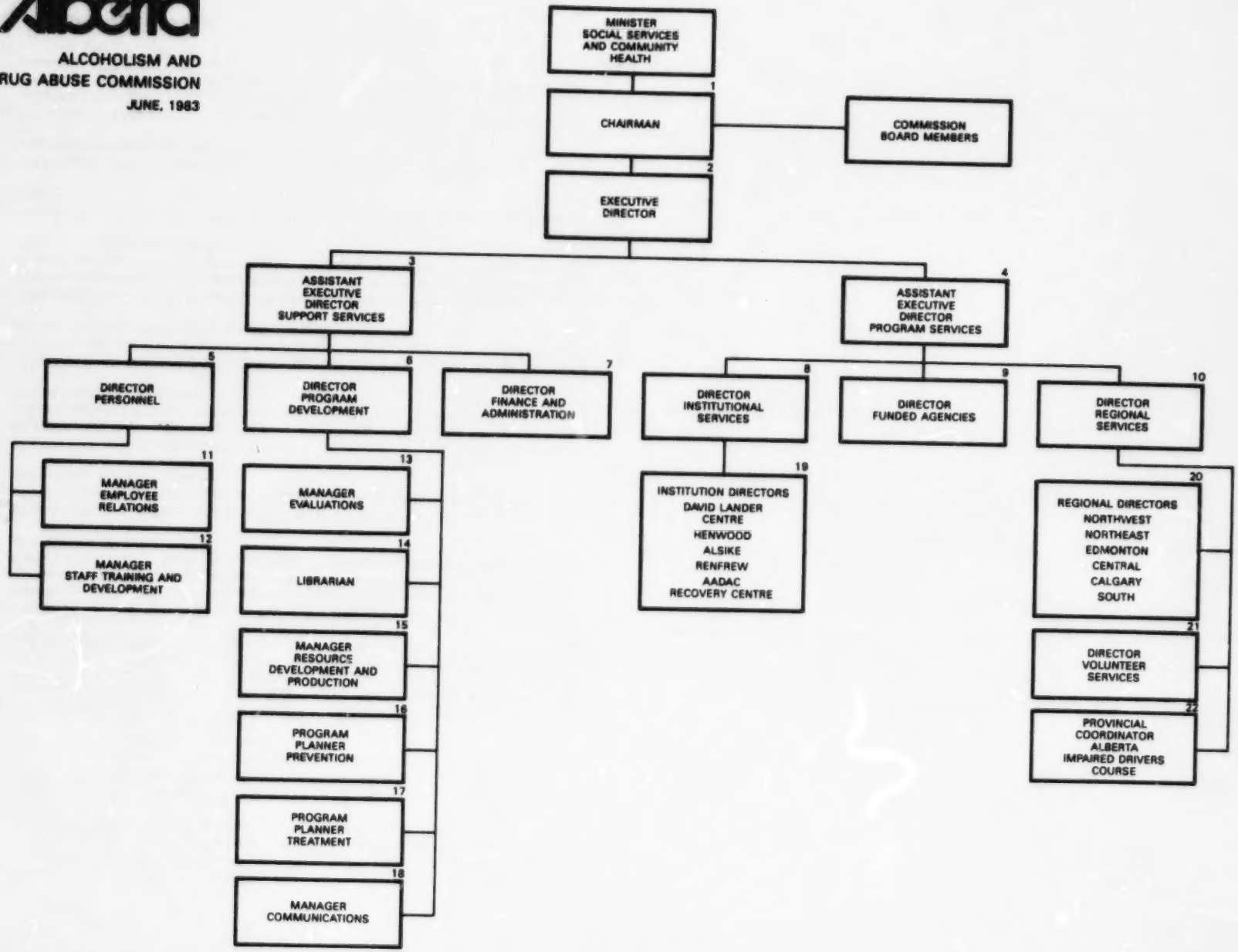
9 **MANAGER, FARM LENDING** — Administers the corporation's farm lending programs.

10 **MANAGER, AGRIBUSINESS LENDING** — Administers the corporation's agribusiness lending programs.

11 **REGIONAL MANAGERS** — Deliver and administer the corporation's lending programs through district office staff located in Lethbridge, Airdrie, Red Deer, Vermilion, Barrhead and Fairview and through field offices throughout the province.

Alberta

ALCOHOLISM AND
DRUG ABUSE COMMISSION
JUNE, 1983



1 CHAIRMAN — Advises the minister on matters relating to commission operation and provides an interface between the government and the commission.

2 EXECUTIVE DIRECTOR — Recommends policy to the board, executes approved policy and reports on its success or failure.

3 ASSISTANT EXECUTIVE DIRECTOR, SUPPORT SERVICES — Responsible for directing and coordinating the activities of the three support divisions (Personnel, Program Development, and Finance and Administration) in the commission.

4 ASSISTANT EXECUTIVE DIRECTOR, PROGRAM SERVICES — Responsible for planning, developing and coordinating major program directions, and delivery systems within Program Services.

5 DIRECTOR, PERSONNEL — Responsible for providing total personnel services to the program and support areas within the commission.

6 DIRECTOR, PROGRAM DEVELOPMENT — Responsible for appraising policies, programs and acting as a policy formulation resource to line managers.

7 DIRECTOR, FINANCE AND ADMINISTRATION — Provides complete range of accounting and procurement services to the commission, including the processing of all revenue and expenditure accounts, auditing and program budgeting, and serves as a consultant to all regional directors on financial matters.

8 DIRECTOR, INSTITUTIONAL SERVICES — Responsible for planning and directing the commission's institutions.

9 DIRECTOR, FUNDED AGENCIES — Responsible for assessing proposals for funding, negotiating contracts, monitoring funded agency programs and other general liaison activities.

10 DIRECTOR, REGIONAL SERVICES — Responsible for planning and directing the commission's regional programs.

11 MANAGER, EMPLOYEE RELATIONS — Responsible for the development and delivery of personnel programs related to recruitment, classification, employee relations, payroll and benefits.

12 MANAGER, STAFF TRAINING AND DEVELOPMENT — Develops and administers training programs to provide learning and developmental opportunities for all staff members of the commission.

13 MANAGER, EVALUATIONS — Responsible for monitoring program functioning through design and implementation of program evaluation studies and information systems in close consultation with program staff.

14 LIBRARIAN — Responsible for providing an effective and efficient library service, primarily to assist commission staff in their positions and to respond to requests from the general public for specialized information.

15 MANAGER, RESOURCE DEVELOPMENT AND PRODUCTION — Responsible for providing leadership, advice and assistance in the development and production of informational support materials for commission programs and administration.

16 PROGRAM PLANNER, PREVENTION — Assists in coordinating commission prevention/education services through consultation with commission staff; resources are provided to maximize the effectiveness of existing programs and to assist in the development of new programs.

17 PROGRAM PLANNER, TREATMENT — Assists in coordinating commission treatment services through consultation with commission staff; resources are provided to maximize the effectiveness of existing programs and to assist in the development of new programs.

18 MANAGER, COMMUNICATIONS — Responsible for the managerial, technical and advisory elements of an on-going multi-media communications program. Acts as advisor/consultant to AADAC staff in the planning and implementing of public relations activities.

19 INSTITUTION DIRECTORS — Administer services in a commission institute, carry out commission policies regarding in-patient treatment and cooperate with other agencies providing addiction services.

20 REGIONAL DIRECTORS — Administer commission services at a specified geographic area of the province, carry out commission policies and keep residents informed of services available, cooperating with other agencies providing addiction services.

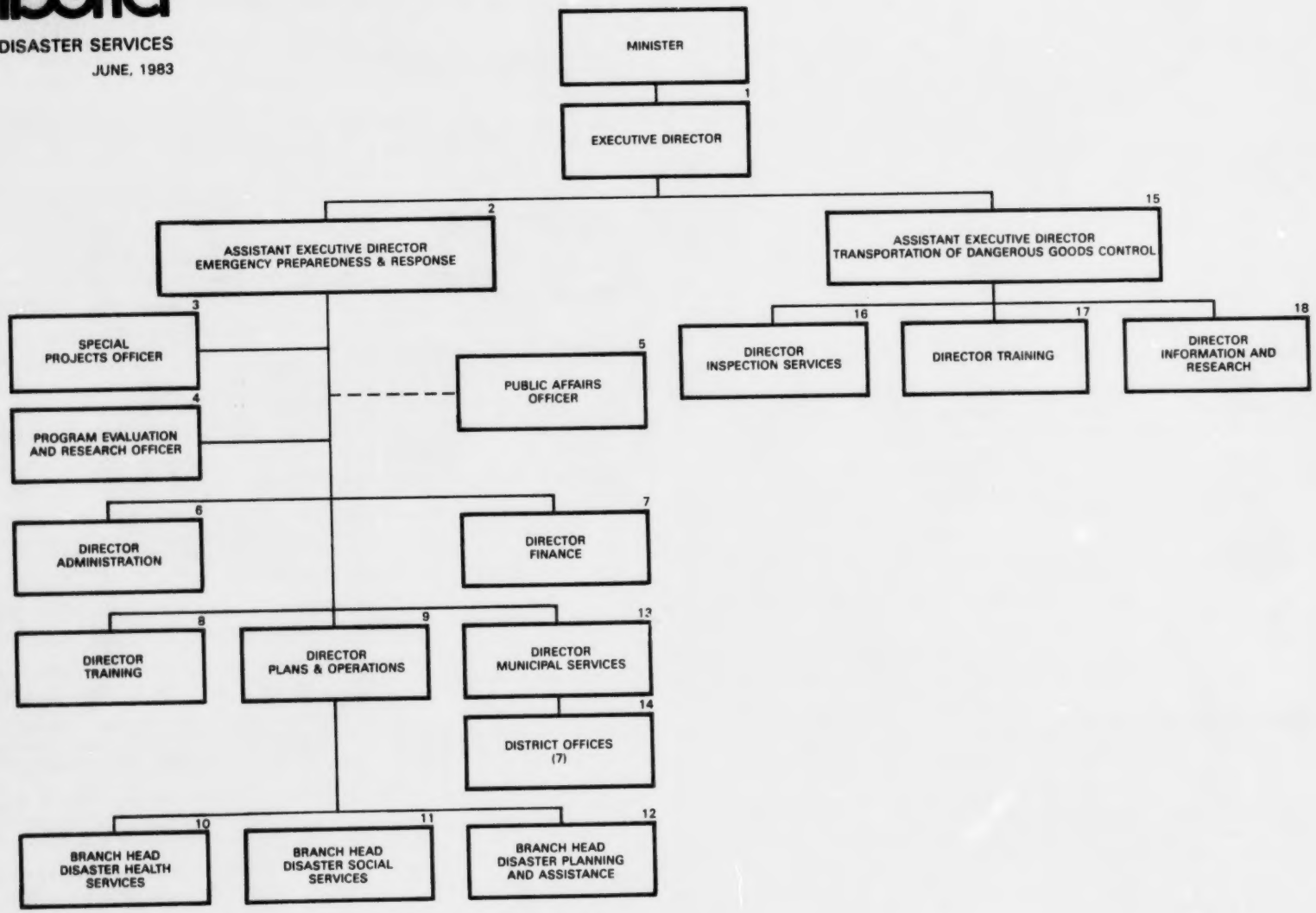
21 DIRECTOR, VOLUNTEER SERVICES — Responsible for organizing, coordinating and directing all phases of volunteer activity in conjunction with AADAC programs throughout Alberta.

22 PROVINCIAL COORDINATOR, ALBERTA IMPAIRED DRIVERS COURSE — Coordinates the Alberta Impaired Drivers Course and provides liaison with other government departments on Impaired Drivers programs.

Alberta

DISASTER SERVICES

JUNE, 1983



1 EXECUTIVE DIRECTOR — Responsible for developing and implementing two provincial programs, preparedness for, and response to, emergencies and disasters and the transportation of dangerous goods control, involving government departments and agencies, industry, municipalities and the public.

EMERGENCY PREPAREDNESS AND RESPONSE

2 ASSISTANT EXECUTIVE DIRECTOR, EMERGENCY PREPAREDNESS AND RESPONSE — Responsible to the executive director for implementing program policy and for the day to day management of the Alberta Disaster Services program of Emergency Preparedness and Response.

3 SPECIAL PROJECTS OFFICER — Responsible to the Assistant Executive Director, Emergency Preparedness and Response, for special information searches and for investigating or analysing any aspect of the current program, related programs and new proposals.

4 PROGRAM EVALUATION AND RESEARCH OFFICER — Responsible to the Assistant Executive Director, Emergency Preparedness and Response, for developing statistical and management information systems designed to monitor and evaluate the effectiveness of the program and the achievement of program objectives.

5 PUBLIC AFFAIRS OFFICER — Responsible for developing and implementing the Alberta Disaster Services public relations and information program.

6 DIRECTOR, ADMINISTRATION — Responsible for personnel and general administrative services for Alberta Disaster Services, including accommodation and maintenance, records management, staff development and occupational health and safety.

7 DIRECTOR, FINANCE — Responsible for budget and financial administrative services for Alberta Disaster Services, including accounting, equipment and supplies, grants to municipalities, federal/provincial cost shared programs, and the financial aspects of emergency operations and disaster assistance programs.

8 DIRECTOR, TRAINING — Responsible for developing, organizing and directing Emergency Preparedness and Response training courses and exercises; operating a central training facility and for providing extension courses in municipalities throughout the province.

9 DIRECTOR, PLANS AND OPERATIONS — Responsible for developing concepts and methods for dealing with emergencies and disasters during peacetime and wartime, for preparing draft emergency legislation, for maintaining and activating the Alberta Government Emergency Response Centre and the Mobile Emergency Operations Centre, and for coordinating emergency response operations involving Alberta Disaster Services.

10 BRANCH HEAD, DISASTER HEALTH SERVICES — Responsible for promoting, coordinating and assisting in the preparation of disaster plans for government, municipal and private health care facilities, for training health care personnel in disaster medical and public health procedures, for planning and assisting in the development of a disaster casualty collection system, and for administering, for Alberta, the federal government's program of stockpiling and maintaining medical equipment and supplies for emergency use.

11 BRANCH HEAD, DISASTER SOCIAL SERVICES — Responsible for promoting, coordinating and assisting in the preparation of disaster social services plans for municipalities and government and government-supported institutions, and for administering the Alberta government program of stockpiling and maintaining disaster social services supplies.

12 BRANCH HEAD, DISASTER PLANNING AND ASSISTANCE — Responsible for promoting and coordinating emergency planning, emergency preparedness and emergency operations with provincial and municipal governments and industry; and for delivery of disaster assistance programs.

13 DIRECTOR, MUNICIPAL SERVICES — Responsible for delivering the Emergency Preparedness and Response program and services to local authorities and industries through seven district offices.

14 DISTRICT OFFICES (7) — Responsible for maintaining liaison with local authorities and industries, advising and assisting them in the development of emergency preparedness at the local level.

TRANSPORTATION OF DANGEROUS GOODS CONTROL

15 ASSISTANT EXECUTIVE DIRECTOR, TRANSPORTATION OF DANGEROUS GOODS CONTROL — Responsible to the executive director, for implementing program policy and for the day to day management of the Alberta Disaster Services program of Transportation of Dangerous Goods Control.

16 DIRECTOR, INSPECTION SERVICES — Responsible for directing and coordinating the enforcement of the statutes and regulations pertaining to the transportation of dangerous goods control.

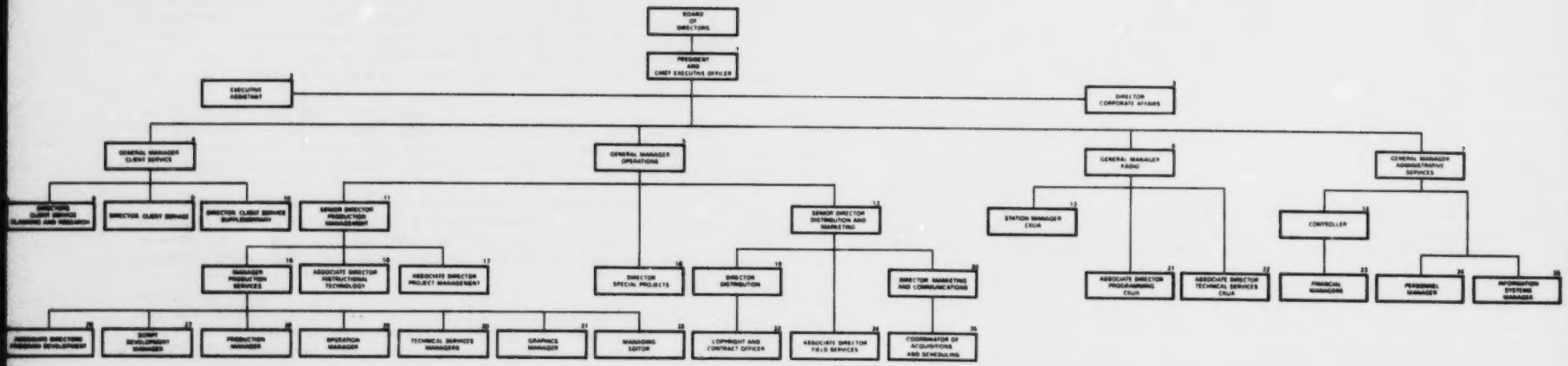
17 DIRECTOR, TRAINING — Responsible for the developing, organizing and delivering of transportation of dangerous goods control training courses.

18 DIRECTOR, INFORMATION AND RESEARCH — Responsible for developing, managing and delivering an information service to industry, municipalities and general public on the statutes and regulations pertaining to transportation of dangerous goods control.

Alberta

EDUCATIONAL COMMUNICATIONS
CORPORATION

JUNE, 1983



1 PRESIDENT — As chief executive officer is responsible to the Board of Directors for the overall management and operation of the affairs of the corporation.

2 EXECUTIVE ASSISTANT — Responsible for the president's correspondence, office administration and other duties as required, and to the Board of Directors as its secretary.

3 DIRECTOR, CORPORATE AFFAIRS — Responsible for the corporation's legal affairs, liaison with provincial and federal government agencies and for development and ensuring adherence to policies and procedures.

4 GENERAL MANAGER, CLIENT SERVICE — Responsible for the administration and coordination of the planning and development of services and programs for clients, the liaison with clients and external agencies and the implementation of surveys and evaluations relative to the design, distribution and use of products and programs.

5 GENERAL MANAGER, OPERATIONS — Responsible for the administration and coordination of production, distribution and marketing functions, plus instructional technology, project management, field services and special projects.

6 GENERAL MANAGER, RADIO — Responsible for the administration and coordination of operations, programming and technical service of ACCESS Radio —CKUA and the province-wide radio network.

7 GENERAL MANAGER, ADMINISTRATIVE SERVICES — Responsible for the administration and coordination of financial, personnel, office services, and the corporation's computer and management information systems.

8 DIRECTOR, CLIENT SERVICE — PLANNING AND RESEARCH — Responsible for the design, coordination and management of planning, research and evaluation activities concerning products and programs.

9 DIRECTORS, CLIENT SERVICE — EARLY AND BASIC/HIGHER AND FURTHER — Responsible for the coordination and management of educational strategies and objectives designed to provide optimum utilization of corporation resources in meeting the educational needs of the early and basic and the higher and further education sectors.

10 DIRECTOR, CLIENT SERVICE — SUPPLEMENTARY — Responsible for the coordination and management of educational strategies and objectives designed to provide optimum utilization of corporation resources in meeting the educational needs of supplementary role clients.

11 SENIOR DIRECTOR, PRODUCTION MANAGEMENT — Responsible for the coordination and management of production, instructional technology and project management functions.

12 SENIOR DIRECTOR, DISTRIBUTION AND MARKETING — Responsible for the coordination and management of distribution, field services, marketing and communications functions.

13 STATION MANAGER, ACCESS RADIO CKUA — Responsible for the coordination, management and operation of ACCESS Radio CKUA.

14 CONTROLLER — Responsible for the development, implementation and maintenance of corporate financial and control systems and procedures, and for project accounting and payroll.

15 MANAGER, PRODUCTION SERVICES — Responsible for the coordination and management of production including programming, production, operations and graphics.

16 ASSOCIATE DIRECTOR, INSTRUCTIONAL TECHNOLOGY — Responsible for the coordination and management of the instructional technology unit.

17 ASSOCIATE DIRECTOR, PROJECT MANAGEMENT — Responsible for the coordination and assistance in the management of the corporation's production resources within policy and programming guidelines.

18 DIRECTOR, SPECIAL PROJECTS — Responsible for the coordination and management of the corporation's special projects.

19 DIRECTOR, DISTRIBUTION — Responsible for the coordination and management of the corporation's program distribution activities, including the operation of the Media Resource and Dubbing Centres, and the copyright operations.

20 DIRECTOR, COMMUNICATIONS AND MARKETING — Responsible for the coordination and management of the corporation's advertising, public relations and marketing activities, and for acquisitions and for television program scheduling.

21 ASSOCIATE DIRECTOR, CKUA PROGRAMMING — Responsible for the coordination and management of the development and production of the corporation's audio programming in the early and basic and the higher and further education sectors.

22 ASSOCIATE DIRECTOR, TECHNICAL SERVICES — Responsible for the coordination and supervision of the ACCESS Radio CKUA technical services and maintenance unit.

23 FINANCIAL MANAGERS — Responsible for the coordination and supervision of the corporation's accounting systems and procedures in specific areas.

24 PERSONNEL MANAGER — Responsible for the development, implementation and maintenance of corporate personnel procedures, and for the coordination and supervision of the corporation's compensation programs.

25 INFORMATION SYSTEMS MANAGER — Responsible for the development, implementation and maintenance of corporate computerization and information systems.

26 ASSOCIATE DIRECTORS, PROGRAMMING — Responsible for the planning and implementation of project development activities within an operational unit, and for liaison with internal department and various external agencies in consultation with the appropriate Director of Programming.

27 SCRIPT DEVELOPMENT MANAGER — Responsible for the coordination and supervision of the corporation's in-house and freelance script writing activities.

28 PRODUCTION MANAGER — Responsible for the coordination and supervision of production at ACCESS Television — North.

29 **OPERATIONS MANAGER** — Responsible for the coordination and supervision of the studio and mobile services at ACCESS Television — North.

30 **MANAGERS, TECHNICAL SERVICES (NORTH AND SOUTH)** — Responsible for the coordination and supervision of a technical services and maintenance units at ACCESS — Television.

31 **MANAGER, GRAPHIC SERVICES** — Responsible for the coordination and supervision of graphic services.

32 **MANAGING EDITOR** — Responsible for the planning, coordination and supervision of the corporation's project-related publications.

33 **COPYRIGHT AND CONTRACTS OFFICER** — Responsible for the development and maintenance of copyright clearance and contract procedures for corporation projects.

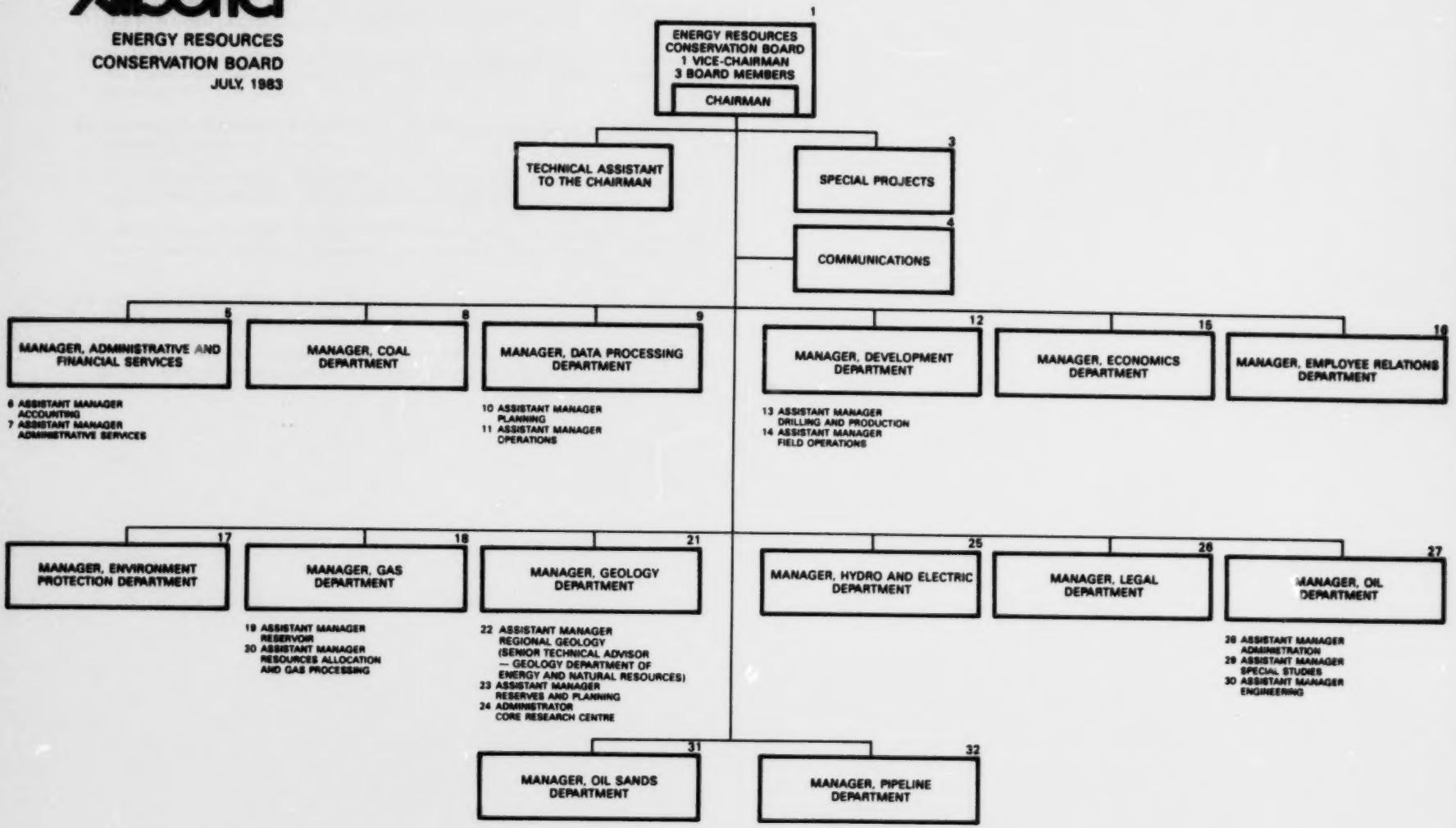
34 **ASSOCIATE DIRECTOR, FIELD SERVICES** — Responsible for the coordination and supervision of the corporation's field services activities.

35 **COORDINATOR OF ACQUISITIONS AND SCHEDULING** — Responsible for the coordination of the acquisitions and planning of schedules.

Alberta

ENERGY RESOURCES CONSERVATION BOARD

JULY, 1983



1 THE BOARD — Established by the Energy Resources Conservation Act, issues regulations and orders pertaining to the oil and gas industry, the pipeline industry, the coal industry, the electrical energy industry, and other matters which come within its jurisdiction, conducts inspections, studies, investigations and hearings, prepares reports, collects, summarizes, evaluates and publishes data.

2 TECHNICAL ASSISTANT TO THE CHAIRMAN — Assists the chairman with a variety of technical and administrative matters.

3 SPECIAL PROJECTS — Assists the board organization with a variety of technical matters and carries out special projects on assignment.

4 COMMUNICATIONS — Provides communications advice to the board.

5 MANAGER, ADMINISTRATIVE AND FINANCIAL SERVICES — Administers, coordinates and controls the operations of the department which is concerned with all aspects of board administration including accounting, office services, assessment and taxation.

6 ASSISTANT MANAGER, ACCOUNTING — Responsible for the administration of financial accounting, production and well records, statistics and purchasing operations.

7 ASSISTANT MANAGER, ADMINISTRATIVE SERVICES — Responsible for the administration of printing operations, word processing, drafting, library, information services, department systems and procedures.

8 MANAGER, COAL DEPARTMENT — Administers, coordinates and controls the department, which is concerned with the conservation of coal resources and with the environmental impact of coal mining.

9 MANAGER, DATA PROCESSING DEPARTMENT — Responsible for the administration of departmental functions, including systems planning and design, program development and procurement of computer services through outside time-sharing, in-house capabilities and PWSS Calgary Data Centre.

10 ASSISTANT MANAGER, PLANNING — Responsible for planning, systems, programming and new developments.

11 ASSISTANT MANAGER, OPERATIONS — Responsible for operations, graphics and technical support.

12 MANAGER, DEVELOPMENT DEPARTMENT — Responsible for developing, updating and enforcing policies and regulations regarding the drilling, completion, production and abandonment of wells, and enforcing pollution abatement standards in the corresponding field operations through the activities of the drilling and production, environment protection and field operations divisions.

13 ASSISTANT MANAGER, DRILLING AND PRODUCTION — Responsible for ensuring the proper location, drilling, completion, and abandonment of wells, specifying and enforcing the board's requirements for the blowout prevention equipment, casing, cementing, completion, and abandoning of oil, gas and service wells, for ensuring proper measurement and reporting of produced and injected fluids, both on a pool and individual well basis, for other matters such as effecting conservation, subsurface disposal of waste liquids and produced water, and approval and surveillance of multizone well completions and common flow lines.

14 ASSISTANT MANAGER, FIELD OPERATIONS — Responsible for ensuring that the provisions of the Oil and Gas Conservation Act, the Pipeline Act, 1975, the regulations made under them, and various other requirements of the board are observed by the industry at the field level, and for ensuring safe operation in drilling, producing, gas processing, and pipeline activities, the accurate measurement of oil, gas and water production and injection, and control of pollution in all aspects of field operations.

15 MANAGER, ECONOMICS DEPARTMENT — Administers and coordinates cost/benefit, social impact and other economic analysis, the compilation of statistics and the preparation of forecasts for population projection and demand and supply of oil, gas, coal and electric energy, and prepares the monthly oil proration order.

16 MANAGER, EMPLOYEE RELATIONS DEPARTMENT — Responsible for recruitment, training, development and employee relations, including the administration and review of personnel policies, salaries, benefits, working conditions, educational assistance, and safety.

17 MANAGER, ENVIRONMENT PROTECTION — Responsible for development and administration of environmental regulations and policies pertaining to drilling, production, gas processing and pipeline operations, for coordination of environmental activities jointly involving the board, government departments or agencies and industry, and for coordination of Chemical Research Laboratory operations.

18 MANAGER, GAS DEPARTMENT — Responsible for administration of the department, including determining the reserves and deliverability of gas, natural gas liquids and sulphur, for regulating the processing of gas, and for assisting the board in matters related to industrial development permits and gas removal from the province.

19 ASSISTANT MANAGER, RESERVOIR — Responsible for the reservoir engineering work of the Gas Department, particularly the evaluation of pool reserves and deliverability and optimization of recovery.

20 ASSISTANT MANAGER, RESOURCES ALLOCATION AND GAS PROCESSING — Responsible for matters related to gas plant approvals, conservation of produced gas, forecasting of production and deliverability of Alberta gas and co-products, and permits for the removal of gas or the industrial use in Alberta of gas and other energy resources.

21 MANAGER, GEOLOGY DEPARTMENT — Administers, coordinates and controls the operation of the department which is responsible for all aspects of geological work, including the determination of pay and markers at wells, the identification and mapping of gas, crude oil and crude bitumen occurrences, the investigation of submissions dealing with such occurrences, the determination of well intervals eligible for benefits under the exploratory drilling incentive system, and the operation of the Core Storage Centre, and participates in selected hearings.

22 ASSISTANT MANAGER, REGIONAL GEOLOGY (SENIOR TECHNICAL ADVISOR — GEOLOGY DEPARTMENT OF ENERGY AND NATURAL RESOURCES) — Assumes responsibility for the work conducted by the Regional Section of the Geology Department, participates in selected hearings, assists the manager in discharging specific administrative responsibilities, including the implementation

of policies on the submission and release of well data, and assumes responsibility for a variety of continuing technical work required by the division, for co-ordinating and allocating such work to appropriate board staff, and for liaising with staff of the division and with industry.

23 ASSISTANT MANAGER, RESERVES AND PLANNING — Coordinates and broadly directs the gas and crude oil reserve work undertaken in each district, investigates major reserve submissions, liaises with other departments and industry on reserve matters, participates in selected hearings, allocates working space and equipment to staff, determines future staff requirements and plans for space expansion, directs the supervision of the clerical group, administers the department's technical proficiency program, and assists the manager in discharging specific administrative responsibilities, including the preparation of budget forecasts.

24 ADMINISTRATOR, CORE RESEARCH CENTRE — Responsible for the operation and functions of the Core Research Centre, control of expenditures, modifications to the fees that generate revenue for the Centre, staff, equipment and building expansion requirements, budget forecasts, and liaison with industry and government agencies.

25 MANAGER, HYDRO AND ELECTRIC DEPARTMENT — Administers the department operations to ensure the efficient and economic development in the public interest of the electric utility industry in Alberta.

26 MANAGER, LEGAL DEPARTMENT — Provides legal advice and assistance to the board, counsel to board and board staff at hearings and before the court and acts as chairman of an applications and advisory group which advises the board on routine applications.

27 MANAGER, OIL DEPARTMENT — Coordinates and administers the department which is concerned with conservation, correlative rights and documentation of basic information respecting conventional crude oil reserves and production rates.

28 ASSISTANT MANAGER, ADMINISTRATION — Responsible for administration of oil well allowables, maximum rate limitations, oil reserve records, concurrent production and oil well drilling spacing units regulations, forecasts of oil productive capacity, surveillance of enhanced recovery and concurrent production schemes in conventional crude oil pools.

29 ASSISTANT MANAGER, SPECIAL STUDIES — Provides a service function to the other sections of the Oil Department and the board, involving reservoir simulation, petrophysics, reservoir fluid properties and other studies.

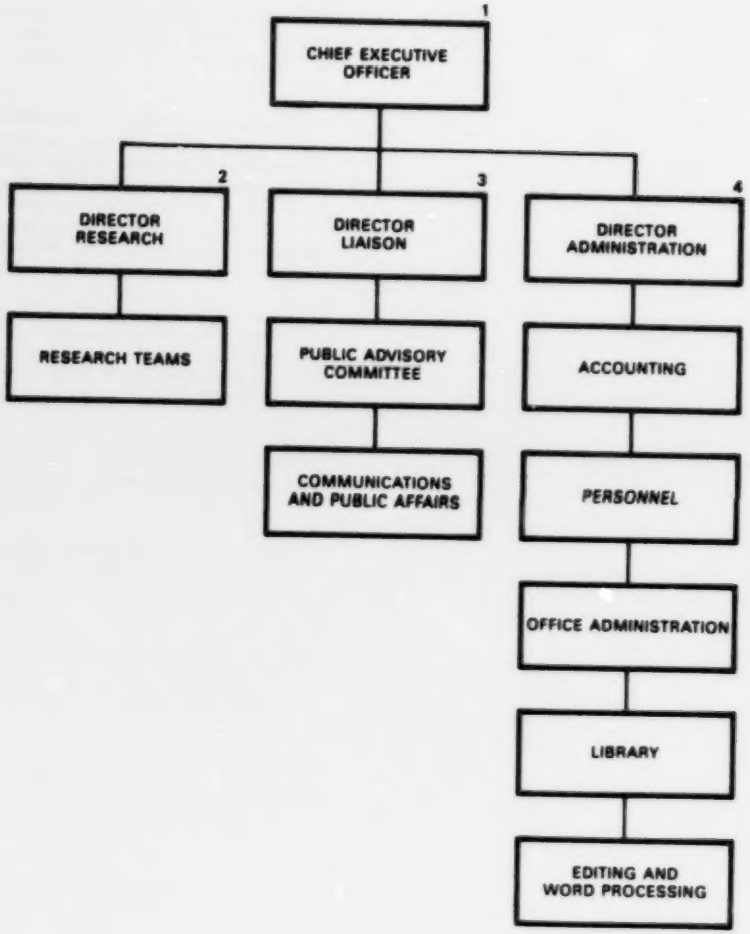
30 ASSISTANT MANAGER, ENGINEERING — Responsible for estimating and establishing oil reserves and maximum rate limitations, appraisal of concurrent production schemes, enhanced recovery schemes, oil well drilling spacing units applications, and review of operational enhanced recovery schemes in conventional crude oil pools.

31 MANAGER, OIL SANDS DEPARTMENT — Responsible for the administration and control of the department which assesses oil sands applications and reserves, and carries out surveillance of operating schemes.

32 MANAGER, PIPELINE DEPARTMENT — Administers the department, which is concerned with the economic, orderly and efficient development in the public interest of pipeline facilities in Alberta, the observance of safe practices in the construction and operation of pipelines, and the environmental impact of pipeline construction and operation.

Alberta

ENVIRONMENT
COUNCIL
JUNE, 1983



1 **CHIEF EXECUTIVE OFFICER** — Exercises the power of the council and performs the duties and functions of the council, and is a member and vice-chairman of panels constituted by the Lieutenant Governor in Council.

2 **DIRECTOR, RESEARCH** — Directs research officers and is responsible for the scientific activities of the council.

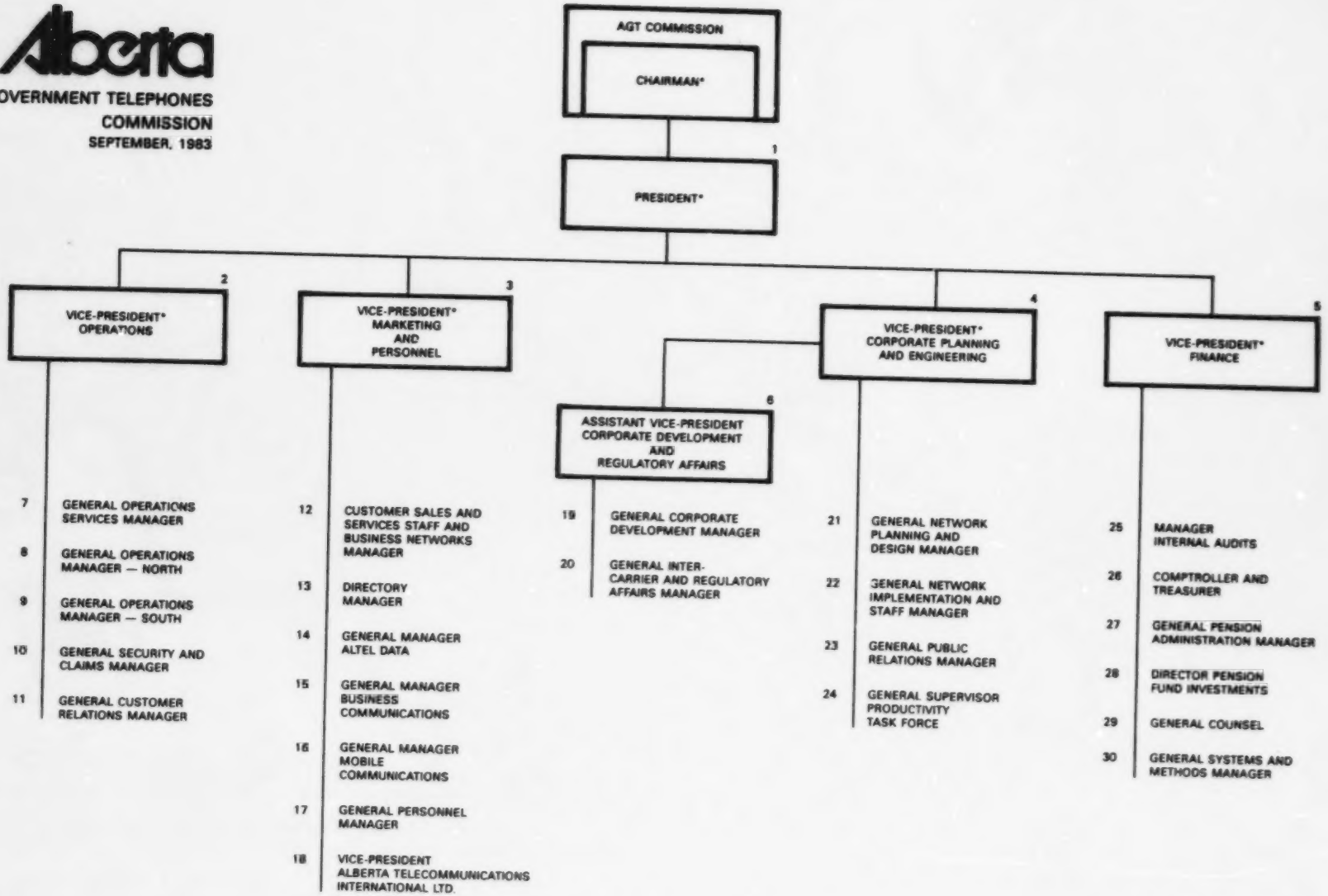
3 **DIRECTOR, LIAISON** — Directs assistance to the Public Advisory Committees; responsible for communications, public relations, and public affairs.

4 **DIRECTOR, ADMINISTRATION** — Directs and supervises the administrative systems — financial, accounting, personnel, editing, and word processing functions.

Alberta

GOVERNMENT TELEPHONES COMMISSION

SEPTEMBER, 1983



NOTE: *INDICATES AGT COMMISSION MEMBERS

OTHER MEMBERS OF AGT COMMISSION ARE: DEPUTY MINISTER UTILITIES AND TELECOMMUNICATIONS
DEPUTY PROVINCIAL TREASURER
PRIVATE BUSINESS REPRESENTATIVES (4)

1 PRESIDENT — Responsible for organizing, directing and controlling all AGT corporate planning and development, operations, engineering and construction, finance, administration and customer and employee relations. Presides at all Executive Officers Committee meetings. Reports progress to and maintains contact with the chairman.

Directs and administers the public and employee information activities.

2 VICE-PRESIDENT, OPERATIONS — Directs and administers all Commercial, Traffic, Outside Plant Engineering and Construction, Plant I&R, Central Office and General Services operations in AGT. Responsible for developing and implementing policies and procedures that ensure effective provision of service to AGT customers. Also directs and administers Security & Claims and Customer Relations activities and policies within AGT.

3 VICE-PRESIDENT, MARKETING AND PERSONNEL — Directs and administers all Customer Sales and Services functions. Responsible for developing and implementing policies and procedures that ensure effective provision of service to the business community including the international market as well as sales and service through phoneCentre and Directory Operations, at an acceptable profit level. Also directs and administers the Personnel function of AGT.

4 VICE-PRESIDENT CORPORATE PLANNING AND ENGINEERING — Directs and administers the engineering activities in the standardization, technical development, planning, design, equipment engineering, installation and acceptance of the total AGT Network and Buildings; directs and administers ancillary functions associated with the network including circuit and network provisioning technical training, capital budget preparation and municipal assessment; directs and administers those functions required to meet the Corporate Public Relations requirements and Corporate Productivity improvement.

5 VICE-PRESIDENT FINANCE — Directs and administers the financial activities in Alberta Government Telephones including Accounting, Treasury and Internal Audits. As chairman of the AGT Pension Board, directs the day-to-day administration of the Employee's Pension and Death Benefit Plan and the management of the Pension Fund Investment Portfolio. Also directs and administers the Legal and Systems and Methods activities within AGT.

6 ASSISTANT VICE-PRESIDENT CORPORATE DEVELOPMENT AND REGULATORY AFFAIRS — Responsible to the Vice-President Corporate Planning and Engineering, and carries out the duties and responsibilities of an ex-officio member of the Executive Officers Committee. Directs and administers Corporate Planning and Development and Inter-Carrier and Regulatory Affairs. Develops and initiates requests for change and establishment of company policies based on technological, economic, sociological and political trends and developments in AGT environments.

7 GENERAL OPERATIONS SERVICES MANAGER — Responsible to the Vice-President — Operations for directing staff engaged in the development, introduction and implementation of new policies, procedures, and techniques designed for the improvement of quality of administration and maintenance of equipment. The responsibilities also include the direction of staff in the administration of the Buildings, Vehicle, Supply, Purchasing and Real Estate functions for the system.

8 GENERAL OPERATIONS MANAGER, NORTH — Responsible to the Vice-President — Operations for directing staff engaged in the administration of Commercial, Traffic, Outside Plant Construction, Outside Plant Engineering, Plant I&R and Central Office line forces within the North Division.

9 GENERAL OPERATIONS MANAGER, SOUTH — Responsible to the Vice-President — Operations for directing staff engaged in the administration of Commercial, Traffic, Outside Plant Construction, Outside Plant Engineering, Plant I&R and Central Office line forces within the South Division.

10 GENERAL SECURITY AND CLAIMS MANAGER — Responsible to the Vice-President — Operations for administering and directing the overall security and claims functions for the system.

11 GENERAL CUSTOMER RELATIONS MANAGER — Responsible to the Vice-President — Operations for monitoring the quality of service being provided to the customer, and for taking the necessary action to maintain a high level of customer satisfaction.

12 CUSTOMER SALES AND SERVICES STAFF AND BUSINESS NETWORKS MANAGER — Responsible to the Vice-President Marketing and Personnel for directing staff engaged in the initiation and development of practices and procedures pertaining to the Sales, Engineering, Plant, Traffic and Directory operations within Customer Sales & Services; the planning, implementation and maintenance of mechanized information systems and plans; the provision of instructional materials and training for Sales Personnel, TSR's and Customer Service Advisors; the maintenance of a Headquarters Service Bureau function for coordinating Departmental Administrative activities; the establishment of sales results and service measurement plans and the provision of Sales Promotional Programs; the planning, marketing, sales and engineering functions for Network Services; administering the Inter/Intra Company Services Co-ordination Plan.

13 DIRECTORY MANAGER — Responsible to the Vice-President Marketing and Personnel for administering those activities (Province Wide) related to the sale of directory advertising (includes Local, Canadian National Yellow Page Services (CANYPS) and National Yellow Page Services (NYPS)); administering the production and distribution of all AGT Customer Telephone Directories.

14 GENERAL MANAGER ALTEL DATA — Responsible to the Vice-President Marketing and Personnel for directing staff engaged in the sales, engineering and plant functions, establishing service costs, rates and charges for Altel Data equipment and services, maintaining a satisfactory profit level and appropriate service.

15 GENERAL MANAGER BUSINESS COMMUNICATIONS — Responsible to the Vice-President Marketing and Personnel for directing staff engaged in sales, engineering market planning and development and post sales activities for Business Communications equipment and services, maintaining a satisfactory profit level and appropriate service.

16 GENERAL MANAGER MOBILE COMMUNICATIONS — Responsible to the Vice-President — Marketing and Personnel for directing staff engaged in the sales, engineering and plant functions, establishing service costs, rates and charges for

Mobile Communications equipment and services, maintaining a satisfactory profit level and appropriate service.

17 GENERAL PERSONNEL MANAGER — Responsible to the Vice President — Marketing and Personnel for directing the staff engaged in Industrial Relations, Personnel Services, Organization Development and Salaries and Employee Benefits functions for the system.

18 VICE-PRESIDENT — ALBERTA TELECOMMUNICATIONS INTERNATIONAL LTD. — Responsible to the Vice-President — Marketing and Personnel for directing staff engaged in sales of AGT expertise and services in the international market.

19 GENERAL CORPORATE DEVELOPMENT MANAGER — Responsible to the Assistant Vice-President Corporate Development and Regulatory Affairs for directing staff engaged in corporate planning (Environmental) objectives, economics and performance. The establishment of rates and tariffs; depreciation and costs; market research planning and new business development.

20 GENERAL INTER-CARRIER AND REGULATORY AFFAIRS MANAGER — Responsible to the Assistant Vice-President Corporate Development and Regulatory Affairs for directing staff engaged in the administration of the initiation, direction, control of negotiations and coordination of policies and activities pertaining to inter-carrier affairs; the interpretation and application of inter-change settlement procedures; the coordination and liaison with the federal and provincial governments concerning telecommunication policy matters; and the coordination and focal point of AGT regulatory matters.

21 GENERAL NETWORK PLANNING AND DESIGN MANAGER — Responsible to the Vice-President Corporate Planning and Engineering for directing those engineering forces involved in the long range planning and technological development of the total network, for the current planning and design related to central office equipment and buildings for the company, and for the utility coordination between other companies and AGT.

22 GENERAL NETWORK IMPLEMENTATION AND STAFF MANAGER — Responsible to the Vice-President Corporate Planning and Engineering for directing: the administration of projects; the administration of circuits, facilities and plug-in equipment; the preparation and administration of central office and major customer services equipment specifications and records; and the installation and acceptance of that equipment. Also the directing of staff engaged in establishing and maintaining methods, practices and procedures; providing administration, budgeting, training and other services; evaluating and standardizing necessary systems, equipment and materials; developing needed performance standards and contributing to technical planning for the introduction and acceptance of equipment into the system; carrying out quality audits and quality assurance for AGT; maintaining and updating taxation assessments for the system.

23 GENERAL PUBLIC RELATIONS MANAGER — Responsible to the Vice-President Corporate Planning and Engineering for directing the staff and line forces involved in Public Relations, Community Relations, Creative Services, Advertising and Displays, Public and Employee Information.

24 GENERAL SUPERVISOR PRODUCTIVITY TASK FORCE — Responsible to the Vice-President Corporate Planning and Engineering to improve productivity through better utilization of people and equipment.

25 MANAGER INTERNAL AUDITS — Responsible to the Vice-President Finance for directing the audit function and the current Internal Audit Program.

26 COMPTROLLER AND TREASURER — Responsible and accountable to the Vice-President Finance for: Accounting Methods; administration and preparation of Accounting and financial reports required by AGT management, government and regulatory agencies; performance comparison of operating plans and standards; appraisal of economic, regulatory, government and industry influences and interpretation of their effect; preparation and maintenance of the confidential payroll for the Executive and Department Heads; processng of all expenditures and directing the development, implementation and maintenance of accounting and Commission practices and procedures; for directing and administering the financial transactions of system funds.

27 GENERAL PENSION ADMINISTRATION MANAGER — Responsible and accountable to the Vice-President Finance for: administration of the Plan of Employee Pension and Death Benefit and the Group Life Insurance Plans; developing and implementing new and revised procedures including mechnization; supervising the activities of the Pioneer Administrator.

28 DIRECTOR — PENSION FUND INVESTMENTS — Responsible and accountable to the Vice-President — Finance for: financial management and performance of the Pension Fund Investment Portfolio including the continual maintenance of up-to-date information on all holdings; and is responsible to the Pension Board for additional purchases, sales or exchange.

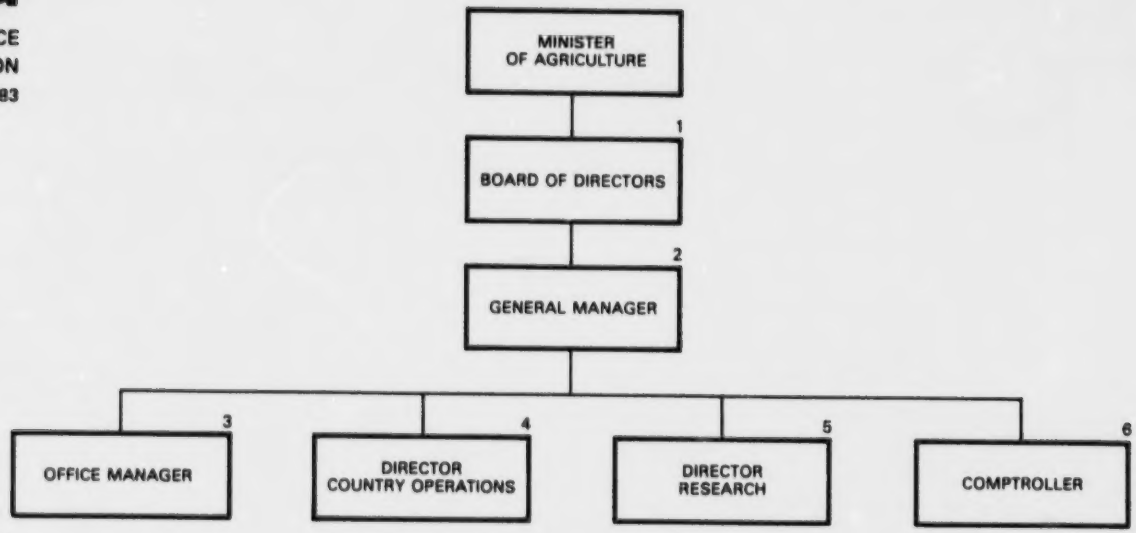
29 GENERAL COUNSEL — Responsible to the Vice-President Finance for determination, recommendation, dissemination and representation of the legal matters relating to the system.

30 GENERAL SYSTEMS AND METHODS MANAGER — Responsible to the Vice-President — Finance for directing staff engaged in the development of Corporate Data Systems, Corporate Systems Integration, Administration Operations and Corporate Systems Operations related to the Commission.

Alberta

HAIL AND CROP INSURANCE
CORPORATION

JUNE, 1983



1 BOARD OF DIRECTORS — Responsible to the Minister of Agriculture for the administration of the Hail and Crop Insurance Act, the purpose of which is to provide farmers with hail insurance and "All-Risk" crop insurance, for establishing programs aimed at meeting the needs of grain producers and, in accordance with government policy, for regular review of the operations of the corporation, and for hearing claim appeals.

2 GENERAL MANAGER — Directs and coordinates day to day operations; develops, implements and evaluates programs; selects and supervises management personnel; and is responsible for investment policy.

3 OFFICE MANAGER — Responsible for office administration, personnel functions, payroll, office accommodation; office equipment and purchasing; and short term investments.

4 DIRECTOR, COUNTRY OPERATIONS — Plans and directs country operations including marketing and adjusting, and supervises 6 regional supervisors who, in turn supervise the 53 regional offices.

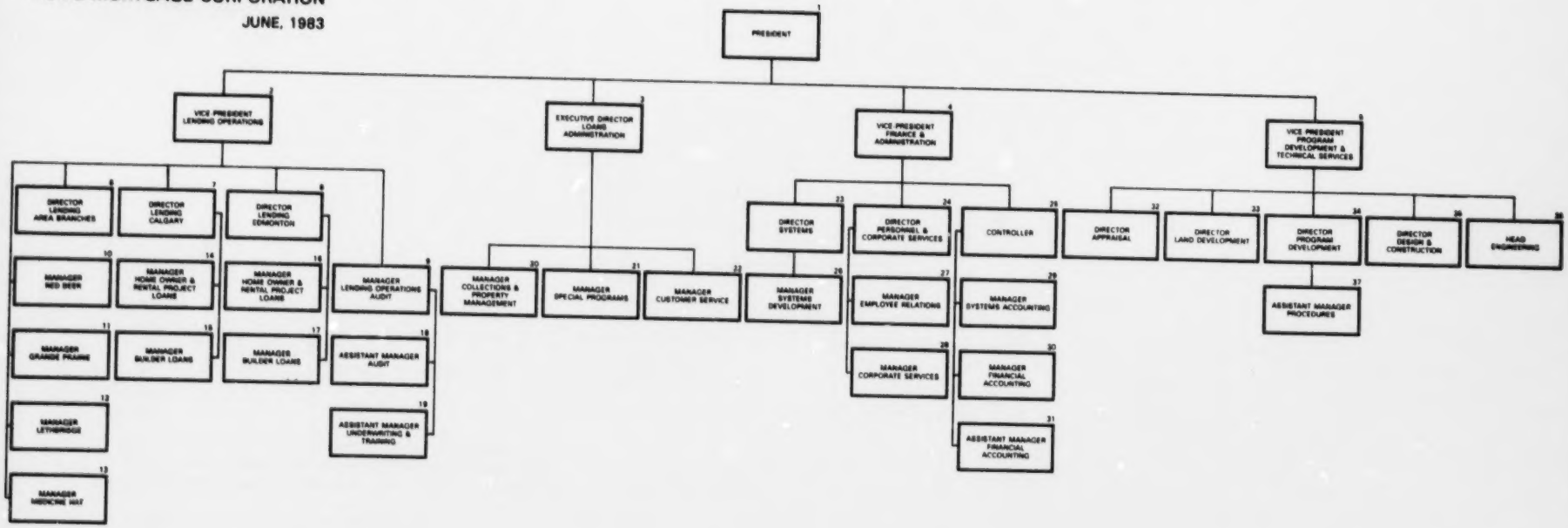
5 DIRECTOR, RESEARCH — Responsible for setting and reviewing coverages and rates, soil classification, maintaining statistical records, and developing and implementing programs for additional crops.

6 COMPTROLLER — Sets and maintains financial controls, plans and directs accounting procedures and manages staff responsible for systems development, data processing and processing of applications and claims.

Alberta

HOME MORTGAGE CORPORATION

JUNE, 1983



1 PRESIDENT — Responsible for the administration of the Alberta Home Mortgage Corporation Act and the direction and supervision of the Alberta Home Mortgage Corporation, the primary responsibilities of which are the provision of mortgages to low and middle income families, for home ownership by way of grant or interest rate subsidy, and financing for builders for construction of affordable rental and ownership accommodation for low and middle income families, as well as senior citizens in the province.

2 VICE-PRESIDENT, LENDING OPERATIONS — Directs and administers a system of branches throughout the province for processing loan applications and requests progress advances of funds on properly approved and documented loans.

3 EXECUTIVE DIRECTOR, LOANS ADMINISTRATION — Responsible for the formulation and administration of policies and procedures required in servicing the loans placed under the programs of the corporation. Formulating, developing and controlling administrative procedures for special projects and corporate lending programs.

4 VICE-PRESIDENT, FINANCE AND ADMINISTRATION — Responsible for providing capital and operating funds to the corporation as required, the proper accounting for and control of all assets, liabilities and expenses of the corporation.

5 VICE-PRESIDENT, PROGRAM DEVELOPMENT AND TECHNICAL SERVICES — Responsible for formulating, developing and setting procedures for new programs and evaluating new programs. Directs and formulates standards for the technical areas of the corporation.

6 DIRECTOR, LENDING, AREA BRANCH OFFICES — Responsible for the branch offices, excluding Edmonton and Calgary. Ensures that all branch operations are carried out smoothly and in order. Informs the branches of new policies and procedures that are to be adopted.

7 & 8 DIRECTOR, LENDING — (Calgary and Edmonton, only) — Responsible for receiving, processing, and recommending loan applications under the various lending programs of the corporation.

9 MANAGER, LENDING OPERATIONS AUDIT — Responsible for ensuring the corporation branch offices are approving, advancing and securing loans on a uniform basis, throughout the province and that these conform to the corporation's policies and procedures and ensuring understanding at branch offices.

10 to 13 BRANCH MANAGERS — (Red Deer, Grande Prairie, Lethbridge & Medicine Hat) — Responsible for receiving processing, and recommending loan applications under the various lending programs of the corporation. Supervises everyday operation of the office and implements policies and procedures.

14 & 16 MANAGERS, HOME OWNER AND RENTAL PROJECT LOANS — Responsible for administering the applicable corporation lending programs. Must ensure applications are properly processed as well as properly secured and advanced.

15 & 17 MANAGER, BUILDER LOANS — Responsible for administration of all applicable corporation lending programs. Also responsible for obtaining security documentation and ensuring the proper advancement of funds. Responsible for all staff processing loans and approving loan applications.

18 ASSISTANT MANAGER, AUDIT — Responsible for auditing the corporation branch offices to ensure they are approving, securing and advancing loans on a uniform basis throughout the province, and that these conform to established policies and procedures. Also responsible for preparing and conducting training sessions on corporation policy and procedures for senior staff members.

19 ASSISTANT MANAGER, UNDERWRITING AND TRAINING — Responsible for ensuring the corporation's security requirements are clearly established for the branch offices requiring corporation execution and seal, are in proper order. Also responsible for preparing and conducting training sessions on corporation security requirements for senior staff members.

20 MANAGER, COLLECTIONS AND PROPERTY MANAGEMENT — Responsible for formulation, development and administration of policies and procedures related to follow-up and collection of arrears, property management and sale of corporately owned property.

21 MANAGER, SPECIAL PROGRAMS — Formulation and development of policies and procedures related to the ongoing administration of all special programs undertaken by the corporation, such as: Rural & Native, Revolving Trunk Servicing, CHIP, etc.

22 MANAGER, CUSTOMER SERVICE — Responsible for developing and maintaining the various administrative procedures required in servicing the loans placed under the various programs of the corporation. The incumbent manages all of the staff within the customer service department and must maintain a close liaison with other departments within loans administration and also other departments within the corporation.

23 DIRECTOR, SYSTEMS — Responsible for designing and developing new communication and information systems including the maintenance and extension of computer systems, microfilm, filing and word processing systems. The position involves the complete management of all staff within the systems department.

24 DIRECTOR, PERSONNEL AND CORPORATE SERVICES — Responsible for the total human resources management of the corporation along with the corporate services function. Ensures that both the personnel and stockroom functions are properly administered, providing the corporation with well trained staff, to ensure future growth and proper handling of the corporation's assets (including human resources and fixed assets).

25 CONTROLLER — Manages the staff responsible for accounting, systems development, special projects, administration and preparation of financial reports as well as processing all receipts and expenditures.

26 MANAGER, SYSTEMS DEVELOPMENT — Responsible for the supervision and implementation of systems projects by establishing work plans and ensures that they are carried out; provides guidance and leadership to the project team members and ensuring projects are completed within the agreed budget and time frame.

27 MANAGER, EMPLOYEE RELATIONS — Responsible for the recruitment, wage and benefit administration and labor relations function to the corporation.

28 MANAGER, CORPORATE SERVICES — Directly manages all staff within the corporative services area, as well as indirect supervision of corporate services staff in the branches. Handles records management function of corporation and

the development and maintenance of administrative procedures regarding mail, stationery, forms, supplies and office furniture and equipment.

29 MANAGER, SYSTEMS ACCOUNTING — Responsible for the mortgage accounting system for the corporation. Acts as liaison for the systems department and implements changes in the accounting system. Also responsible for EDP and Wang systems.

30 MANAGER, FINANCIAL ACCOUNTING — Responsible for maintaining a corporate accounting system, which ensures a consistent and smooth work flow with timely collection, consolidation and distribution of operating reports.

31 ASSISTANT MANAGER, FINANCIAL ACCOUNTING — Responsible for ensuring timely and efficient production of statements, reports and cheque requisitions.

32 DIRECTOR, APPRAISAL — Responsible for controlling the quality and consistency of appraisals in all areas to ensure that loans made by the corporation are adequately insured. This position entails supervising the technical activities of all appraisal officers.

33 DIRECTOR, LAND DEVELOPMENT — Required to market, direct and control the financing of the residential land development (new subdivision lots) and revolving trunk programs for the corporation.

34 DIRECTOR, PROGRAM DEVELOPMENT — Responsible for formulating, drafting, revising and disseminating program procedures as well as evaluating policies and guidelines of the various programs of the corporation. The incumbent is also responsible for the advertising and public relations for the corporation.

35 DIRECTOR, DESIGN AND CONSTRUCTION — Responsible for ensuring that projects financed by the corporation are built to acceptable standards; are architecturally well designed. Responsible for supervising architectural and construction inspectors as to the technical standards of their positions.

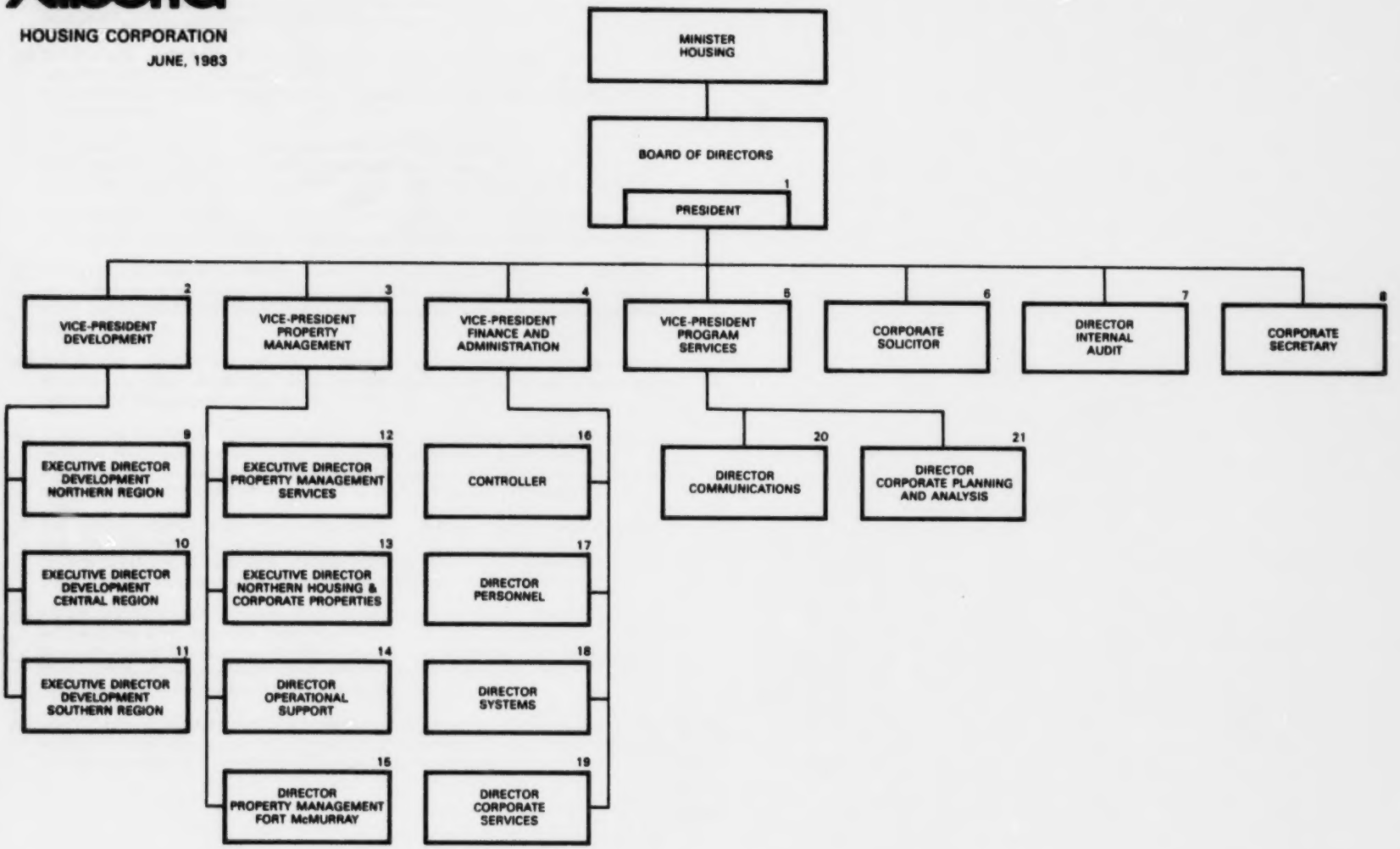
36 HEAD, ENGINEERING — Provides input with respect to technical matters as well as feasibility of applications under the Residential Land Development program, Revolving Trunk Servicing program, and the Mobile Home Park Lending program. Meet with applicants to explain programs, inspect construction on all land development type projects and provide engineering reports.

37 ASSISTANT MANAGER, PROCEDURES — Responsible for the planning, coordination and integrity of corporation forms and manuals and for ensuring the efficient running of a centralized word processing service.

Alberta

HOUSING CORPORATION

JUNE, 1983



1 PRESIDENT — Responsible for the administration of the Alberta Housing Act through the operation of the Alberta Housing Corporation.

2 VICE-PRESIDENT, DEVELOPMENT — Responsible for land acquisition and for the design and construction of projects throughout the province.

3 VICE-PRESIDENT, PROPERTY MANAGEMENT — Responsible for the rental and maintenance of properties and buildings owned or constructed by the corporation throughout the province.

4 VICE-PRESIDENT, FINANCE AND ADMINISTRATION — Responsible for providing administrative and financial services to the corporation.

5 VICE-PRESIDENT, PROGRAM SERVICES — Responsible for provision of information gathering, analysis and dissemination programs for the corporation, including strategic planning.

6 CORPORATE SOLICITOR — Responsible for legal matters relating to the operation of the corporation.

7 DIRECTOR, INTERNAL AUDIT — Responsible for providing an independent appraisal, within the corporation, of accounting, financial, administrative and other operations.

8 CORPORATE SECRETARY — Responsible for coordinating appointments to all housing authorities in the province and producing minutes for the Corporation's Board; is a member of the Corporation's Board of Directors and those of large urban housing authorities in the province.

9 EXECUTIVE DIRECTOR, DEVELOPMENT, NORTHERN REGION — Responsible for directing the functions of land acquisition and for the design and construction of projects within the territory.

10 EXECUTIVE DIRECTOR, DEVELOPMENT, CENTRAL REGION — Responsible for directing the functions of land acquisition and for the design and construction of projects within the territory.

11 EXECUTIVE DIRECTOR, DEVELOPMENT, SOUTHERN REGION — Responsible for directing the functions of land acquisition and for the design and construction of projects within the territory.

12 EXECUTIVE DIRECTOR, PROPERTY MANAGEMENT SERVICES — Responsible for the planning, organizing, coordination and control of Property Management Services Branch.

13 EXECUTIVE DIRECTOR, NORTHERN HOUSING AND CORPORATE PROPERTIES — Responsible for ensuring the management of all directly owned and managed properties of the corporation.

14 DIRECTOR, OPERATIONAL SUPPORT — Responsible for developing energy conservation programs and for providing support services for the Property Management Division.

15 DIRECTOR, PROPERTY MANAGEMENT, FORT McMURRAY — Responsible for the provision of property management services on behalf of the corporation in the Fort McMurray area.

16 CONTROLLER — Responsible for directing the corporation's financial administration program.

17 DIRECTOR, PERSONNEL — Responsible for directing the corporation's personnel administration program.

18 DIRECTOR, SYSTEMS — Responsible for directing the corporation's electronic data processing program.

19 DIRECTOR, CORPORATE SERVICES — Responsible for the procurement of space, goods and services for the corporation.

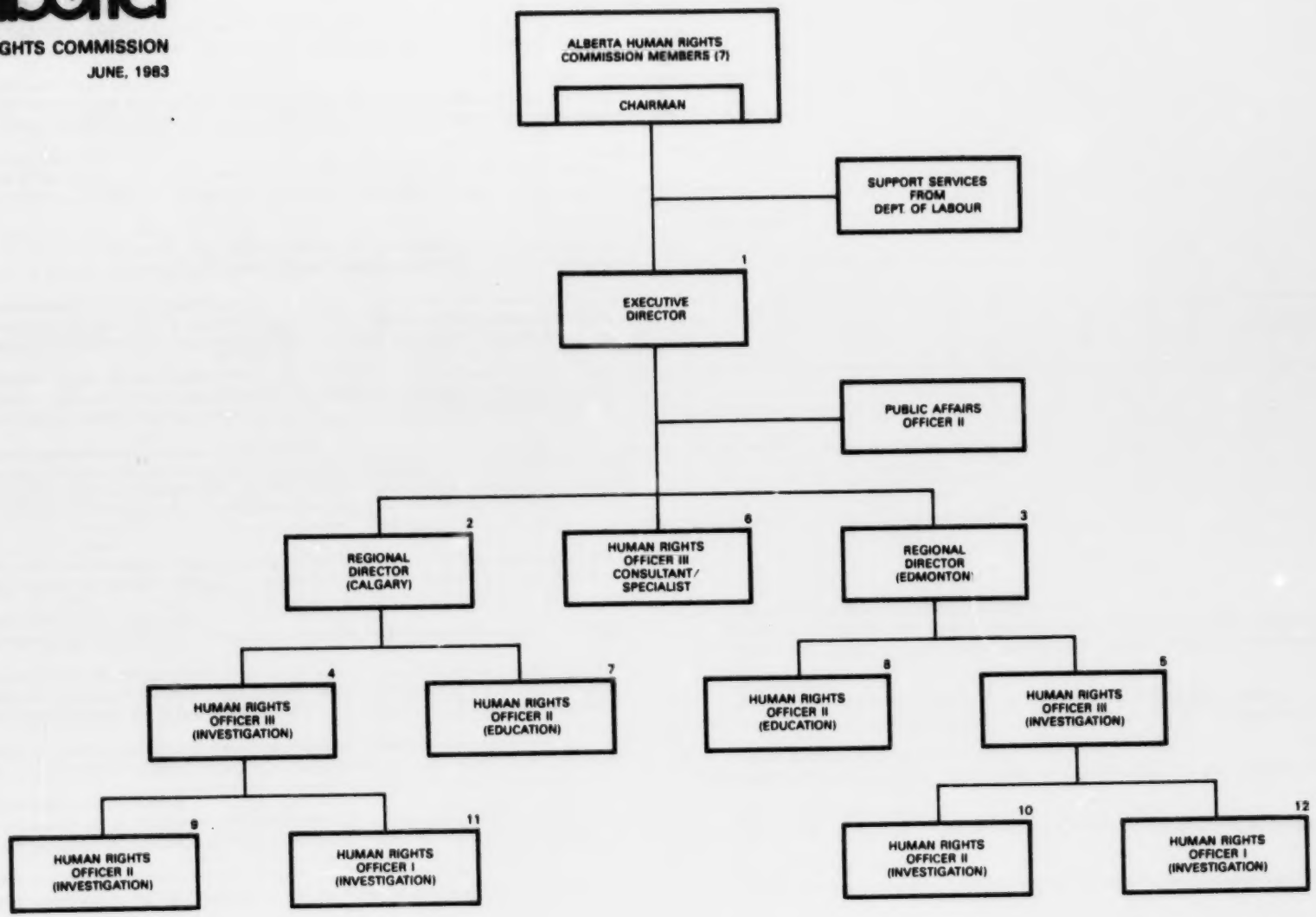
20 DIRECTOR, COMMUNICATIONS — Responsible for the development and direction of effective, internal and external communication programs for the corporation.

21 DIRECTOR, CORPORATE PLANNING AND ANALYSIS — Responsible for initiating corporate strategic planning, policy development and revision, management information reports and program evaluation.

Alberta

HUMAN RIGHTS COMMISSION

JUNE, 1983



1 EXECUTIVE DIRECTOR — In conjunction with the Human Rights Commission Chairman and members, the executive director participates in the development of commission policy and is responsible for directing the activities of the commission staff.

2 REGIONAL DIRECTORS — Plan, direct and coordinate the research, investigative & and educational activities of the commission in a region. Provide administrative 3 direction in the regional offices.

4 HUMAN RIGHTS OFFICER III, (INVESTIGATION) — Organize and coordinate & investigative activities in a major region, supervise implementation of policies 5 and procedures and have responsibility for training of investigative staff in the region.

6 HUMAN RIGHTS OFFICER III, (CONSULTANT/SPECIALIST) — Reports to the executive director and is responsible for the investigation of all cases of a more complex or difficult measure which may involve class actions or have systematic relationships as the underlying cause of the action.

7 HUMAN RIGHTS OFFICER II, (EDUCATION) — Promotes the aims and objectives & of the Individual's Rights Protection Act through developing and presenting 8 public education materials and programs.

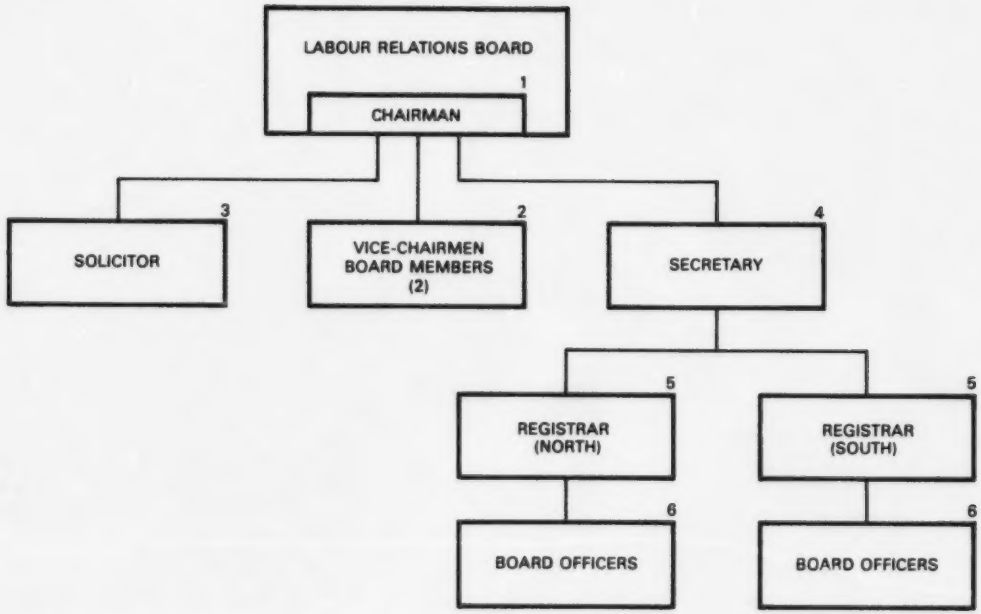
9 HUMAN RIGHTS OFFICER II, (INVESTIGATION) — Similar work to the Human & Rights Officer I but a greater level of complexity and with greater independence of 10 action exercised.

11 HUMAN RIGHTS OFFICER I, (INVESTIGATION) — Assists with the enforcement & of the Individual's Rights Protection Act by conducting investigations of 12 complaints of discriminatory behaviour and by attempting to conciliate just settlement.

Alberta

LABOUR RELATIONS BOARD

JUNE, 1983



1 CHAIRMAN — Responsible for the operation of the Labour Relations Board and the administration of the Labour Relations Act. Chairs hearings. Directs the board with respect to policy formulation, advises employers, trade unions, and government with respect to the Labour Relations Act. Is the principal administrator and judicial officer of the board.

2 VICE CHAIRMEN/BOARD MEMBERS — Chair board hearings, direct the board through its decision making process, and are responsible for development and application for all board policies and practices. Direct functions of the board as delegated during the absence of the board chairman.

3 SOLICITOR — Advises the board of all legal matters pertaining to the board's operations. Represents the board in court proceedings respecting board decisions.

4 SECRETARY — Administers the staff of the board, liaises with the public, organized labour and industry regarding the board's activities and policies, provides assistance to the board and other jurisdictions in matters relating to the policies and procedures of the board and is responsible for the processing of applications made to the board. Is responsible to the chairman for the administration of the board. Supervises processing of applications by board registrars.

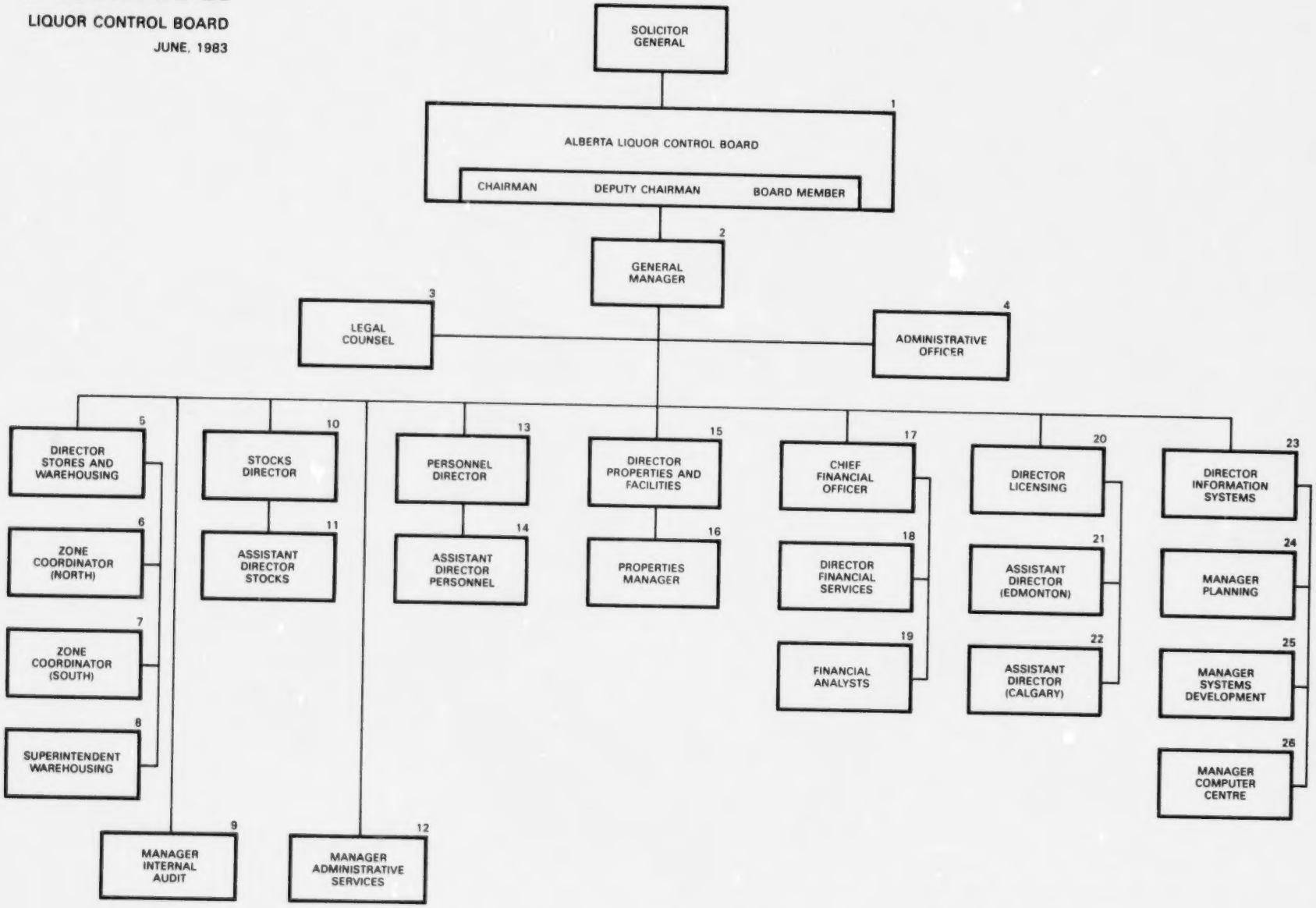
5 REGISTRARS — Are responsible for the processing of all applications made to the board and the application of board policies with respect thereto. Supervise board officers.

6 BOARD OFFICERS — Investigate the merits of applications before the board and report findings, investigate complaints alleging unfair labour practices and explain board policy to affected parties, take statements under oath, conduct votes directed by the board, and effect settlements within policy and practice of the board respecting application of the pertinent legislation.

Alberta

LIQUOR CONTROL BOARD

JUNE, 1983



1 CHAIRMAN, DEPUTY CHAIRMAN, BOARD MEMBER — Responsible for the overall administration, coordination and control of all licensing, operation and departmental functions of the board. Administer the Liquor Control Act, the Liquor Licensing Act, the Liquor Plebiscites Act, and the regulations.

2 GENERAL MANAGER — Responsible for administration and coordination of the departments of the board. Secures and compiles data requested by the board.

3 LEGAL COUNSEL — Advises the board on legal matters, drafting of contracts, leases, tenders and real estate transactions. Assists in the updating of legislation in cooperation with the board.

4 ADMINISTRATIVE OFFICER — Assists the general manager and board on projects. Secures and compiles material and data as requested.

5 DIRECTOR, STORES AND WAREHOUSING — Responsible for directing the operation of stores and warehouses including the review of policies and decisions affecting these major areas of product distribution. Reviews the need for new stores and renovation of existing stores.

6 ZONE COORDINATOR (NORTH) — Administers the operation of retail liquor and beer stores for the northern region through administrative and store management staff.

7 ZONE COORDINATOR (SOUTH) — Administers the operation of retail liquor and beer stores for the southern region through administrative and store management staff.

8 SUPERINTENDENT, WAREHOUSING — Supervises and directs the warehouse managers in regard to operating efficiencies, implementing improvements and analysing future warehousing requirements.

9 MANAGER, INTERNAL AUDIT — Develops and administers the internal audit functions of the board. Responsible for the audit of all board operations including stores and warehouses as well as contracted agents. Assesses and approves internal controls and advises departments.

10 STOCKS DIRECTOR — Administers the listings and purchases of liquor, wine and beer. Acts as a liaison with industry representatives. Analyses board requirements and potential public demand for various products. Supervises and controls inventories, sales, movement of merchandise and clearance of stocks in and out of bond.

11 ASSISTANT DIRECTOR, STOCKS — Assists the Stocks Director with stock purchasing, special orders, invoice payments and costing, retail pricing, consumer complaints and condition of stocks.

12 MANAGER, ADMINISTRATIVE SERVICES — Coordinates and administers the provision of office services for all departments. This includes policy and procedure changes for mail services, printing and reproduction services, filing, stationery and supply, micrographics, purchasing, telex, typing and word processing services.

13 PERSONNEL DIRECTOR — Develops and administers a comprehensive personnel program, including negotiating Collective Agreements, staff recruitment, employee relations, training and administration of the Collective Agreement and Official Pay Plan.

14 ASSISTANT DIRECTOR, PERSONNEL — Assists the Personnel Director. Operates a continuous program of recruitment, selection, payroll administration and position establishment.

15 DIRECTOR, PROPERTIES AND FACILITIES — Administers the leasing, purchase, and disposal of property; the construction, renovation, maintenance and custody of board properties.

16 PROPERTIES MANAGER — Assists the director in the management of all board properties. Supervises the properties and maintenance program.

17 CHIEF FINANCIAL OFFICER — Directs, formulates and recommends the financial policy and activity of the board. Supervises the bottle return system. Establishes the accounting and budget systems of the board and directs the preparation of related financial statements.

18 DIRECTOR, FINANCIAL SERVICES — Supervises accounting program and staff. Coordinates data processing applications and data control for department. Approves expenditures and accounting entries in accordance with established policies. Ensures system of internal control is in effect and all revenues accounted for. Supervises and reviews financial statements.

19 FINANCIAL ANALYSTS — Responsible for special studies research and assists chief financial officer in final preparation of reports. Reviews and recommends financial implication and effect of financial policies of the board.

20 DIRECTOR, LICENSING — Ensures that provisions of the Liquor Licensing Act and regulations and board policy are complied with, in relation to licensed premises throughout the province. Acts as a liaison between law enforcement and municipal agencies and the board.

21 ASSISTANT DIRECTOR (EDMONTON) — Assists the director with supervision of administrators, inspectors and office staff.

22 ASSISTANT DIRECTOR (CALGARY) — Assists the director with supervision of administrators, inspectors and office staff.

23 DIRECTOR, INFORMATION SYSTEMS — Administers the overall activities of the electronic data processing facility making technical decisions regarding equipment selection and operational decisions concerning systems analysis, operations and the coordination of activities with other departments.

24 MANAGER, PLANNING — Responsible for coordination of the development of plans for organizational change, information systems development, technical feasibility studies and technical training programs.

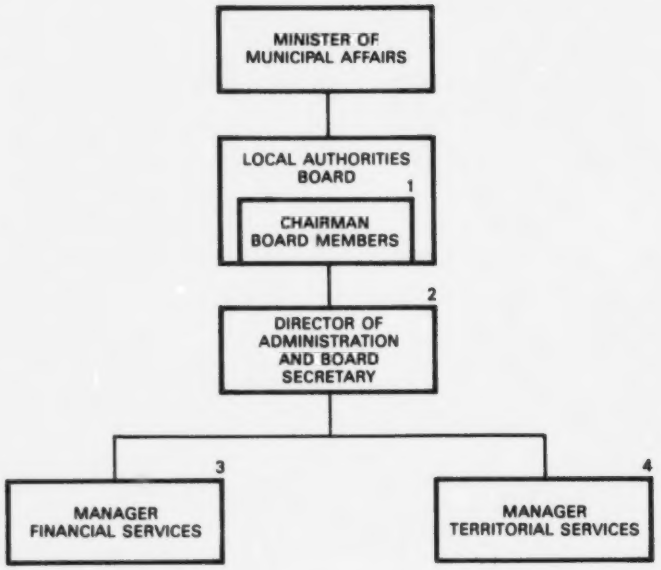
25 MANAGER, SYSTEMS DEVELOPMENT — Responsible for coordination of the analysis, design and implementation of office and computer systems.

26 MANAGER, COMPUTER CENTRE — Responsible for the scheduling and operation of the computer and peripheral data processing equipment, as well as controlling the completeness and accuracy of work being produced by the operations section of the Information Systems Department.

Alberta

LOCAL AUTHORITIES BOARD

JUNE, 1983



1 CHAIRMAN — Chairs meetings and hearings of the board and acts as chief executive to administer, coordinate and control a program to develop and sustain local autonomy respecting the development of local government in Alberta.

2 DIRECTOR OF ADMINISTRATION AND BOARD SECRETARY — Provides technical, budgeting and administrative services to the board and to municipalities, ensures the processing of all capital borrowing and territorial applications presented to the board and represents the board to all agencies and local governments.

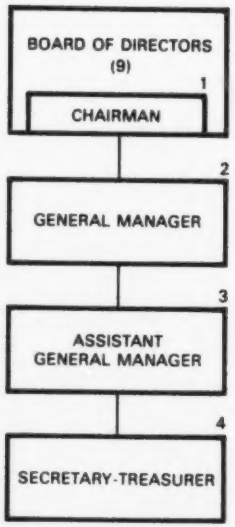
3 MANAGER, FINANCIAL SERVICES — Provides financial and accounting services to the board and controls all data on debenture issuances.

4 MANAGER, TERRITORIAL SERVICES — Provides technical services to the board pertaining to all territorial applications.

Alberta

MUNICIPAL FINANCING
CORPORATION

JUNE, 1983



1 CHAIRMAN — Presides at all meetings of the corporation.

2 GENERAL MANAGER — Responsible for overall direction, coordination and control of the general affairs of the corporation, within policy guidelines established by the board of directors.

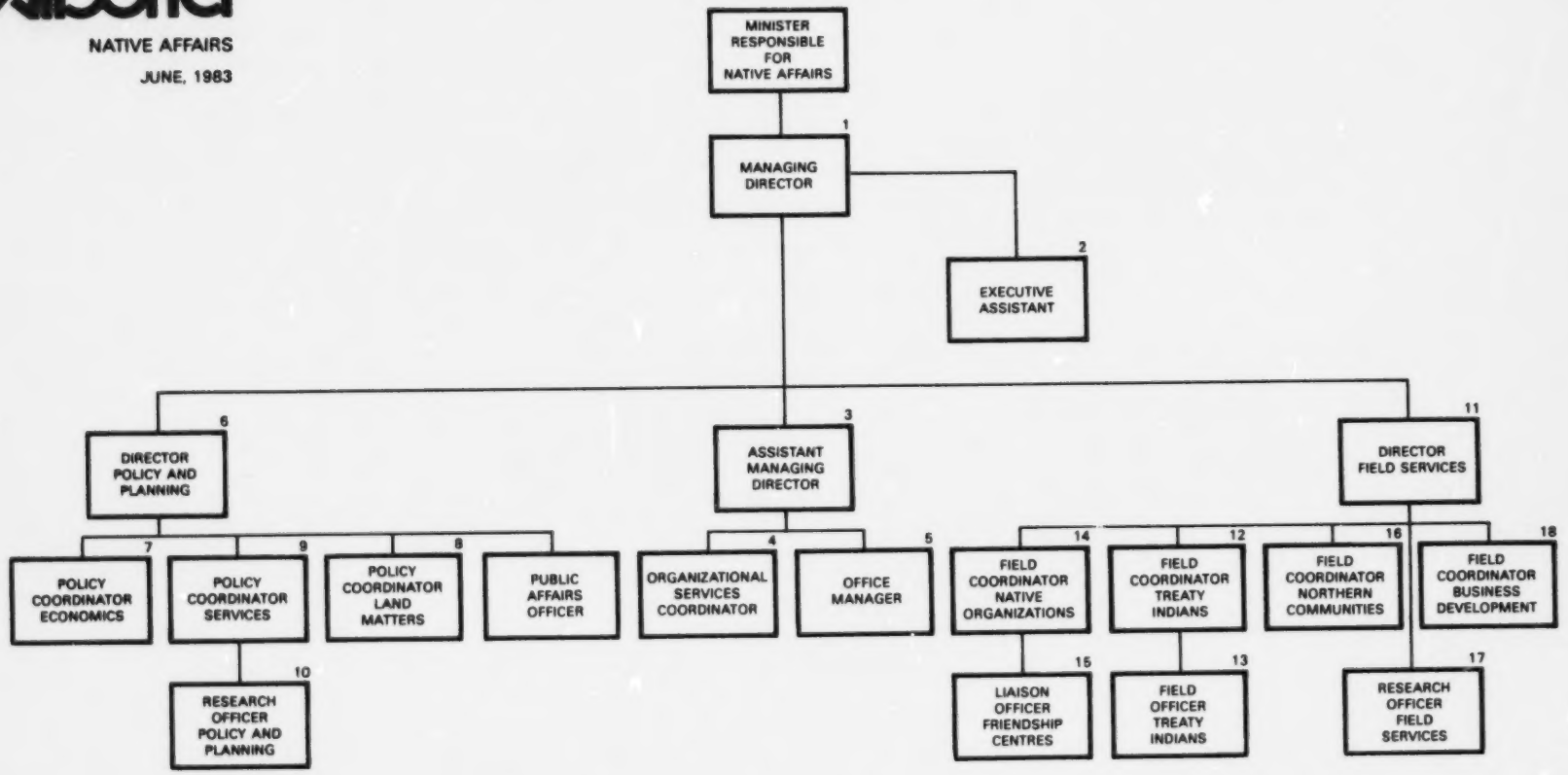
3 ASSISTANT GENERAL MANAGER — Assumes the duties of the general manager in his absence, and is responsible for general administration of the board's program.

4 SECRETARY-TREASURER — Responsible for preparation and distribution of notices, agenda and minutes of all meetings of the board, for the day to day management of the financial affairs of the corporation including the loan portfolio, and for preparation of the corporation's annual report.

Alberta

NATIVE AFFAIRS

JUNE, 1983



1 MANAGING DIRECTOR — Reports directly to Minister Responsible for Native Affairs as deputy head. Assumes overall responsibility for the Native Secretariat.

2 EXECUTIVE ASSISTANT — Administers and coordinates the activities of the deputy head's office, advises him on relative issues and concerns, and undertakes special projects on his behalf.

3 ASSISTANT MANAGING DIRECTOR — Reports to the deputy head responsible for Native affairs. Manages, monitors and promotes the Native Secretariat program responsible for enhancement of the government's relationship and responsiveness to Native people in order that they maintain a proud and distinct cultural identity and attain social and economic self-reliance.

4 ORGANIZATIONAL SERVICES COORDINATOR — Responsible for providing advice and direction on organizational development to Native organizations in a field environment, to promote management and financial practices, and for administering a financial control and information system for over 600 discretionary grants.

5 OFFICE MANAGER — Provides and maintains the Native Secretariat administrative support services and office systems to ensure consistent application of policy, regulations, and control mechanisms.

6 DIRECTOR OF POLICY AND PLANNING — Province-wide responsibility to monitor, evaluate, initiate, and coordinate the development of social, economic, and land-related policy initiatives and programs affecting Native people, by directing the activities of a professional staff and negotiating with senior officials in the public sector.

7 POLICY COORDINATOR, ECONOMICS — Responsible for initiating and conducting policy and program evaluation and development related activities involving economic development to enhance business and employment opportunities for Native people.

8 POLICY COORDINATOR, LAND MATTERS — Responsible for evaluating and developing responses to Native land issues to provide for fair and equitable resolution of land matters consistent with the role and responsibility of the provincial government.

9 POLICY COORDINATOR, SERVICES — Responsible for initiating and conducting policy and program evaluation and development related activities to improve access by Native people to the same services as others.

10 RESEARCH OFFICER, POLICY AND PLANNING — Carries out the development, maintenance, delivery of research, analysis, evaluation, and information services for policy and planning.

11 DIRECTOR OF FIELD SERVICES — Province-wide responsibility to manage, monitor, initiate and coordinate field services to support social, economic, and land-related policy initiatives and programs affecting Native people, by directing activities of a professional staff and negotiating with senior officials in the public and private sector.

12 FIELD COORDINATOR, TREATY INDIANS — Responsible for administering and coordinating the field activities associated with the identification of needs and priorities and delivery of provincial government programs and services for 44 Treaty Indian Bands throughout Alberta.

13 FIELD OFFICER, TREATY INDIANS — Assists the Field Coordinator in administering and coordinating the field activities associated with the identification of needs and priorities and delivery of programs and services for Alberta Indian Bands.

14 FIELD COORDINATOR, NATIVE ORGANIZATIONS — Province-wide responsibility to manage, monitor, initiate and coordinate programs through long-range planning of the major Native media organizations, Friendship Centres, and Urban Referral Offices. Negotiates with senior officials in the public and private sector and Native organizations to ensure that the Native media attain some degree of self-sufficiency over a period of time.

15 LIAISON OFFICER, FRIENDSHIP CENTRES — Monitors and maintains the Urban Native Field Services program in twelve urban centres through collaboration and consultation with urban Native groups to identify social service needs and priorities and develops recommendations and plans for the utilization of government programs and resources.

16 FIELD COORDINATOR, NORTHERN COMMUNITIES — Responsible for conducting the field activities associated with the identification of needs and priorities and delivery of provincial government programs and services for Metis and Non-Status Indian communities for which the provincial government has total jurisdiction.

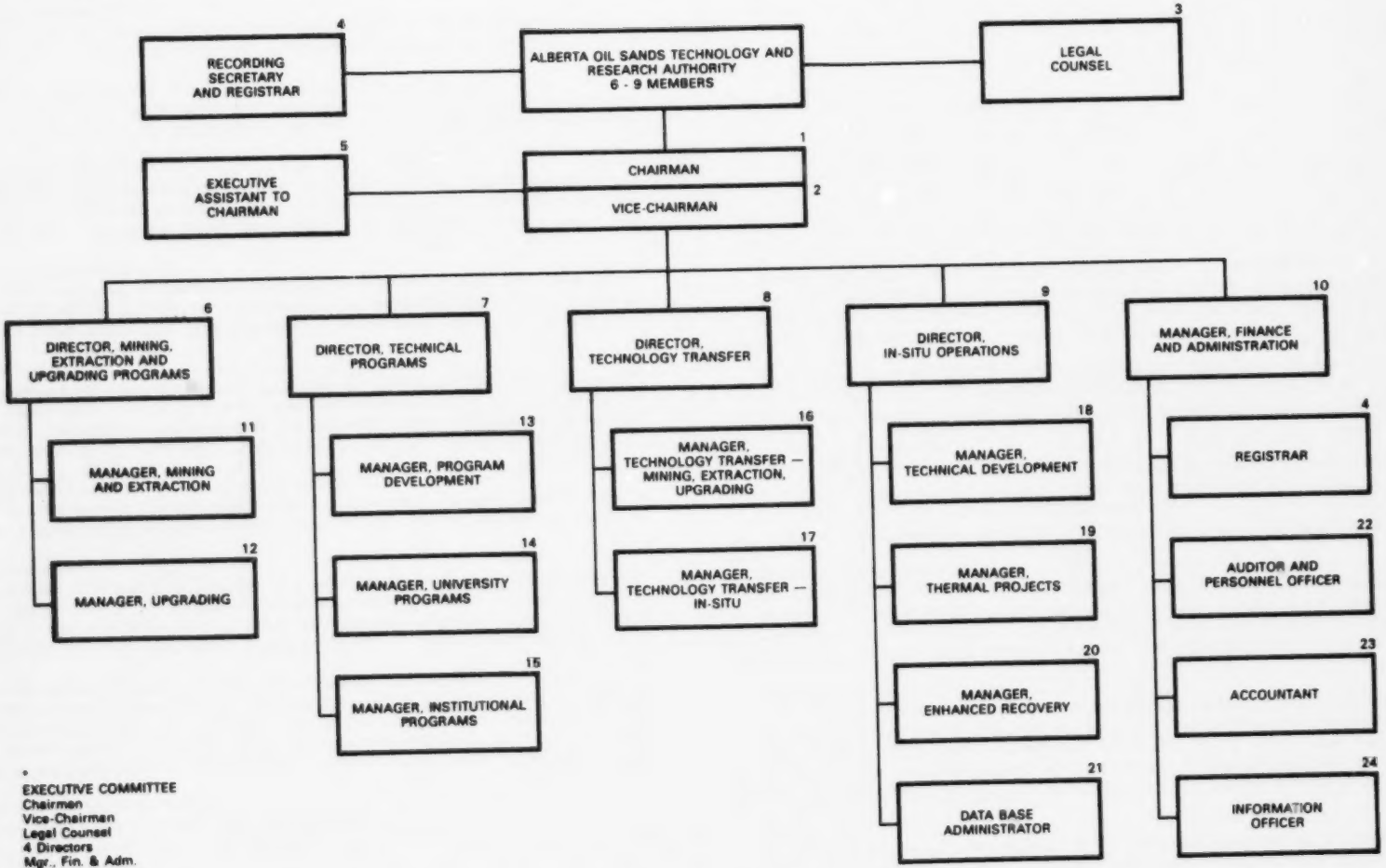
17 RESEARCH OFFICER, FIELD SERVICES — Provides a research capability to Field Services staff and the managing director through the maintenance of an information base and the utilization of commonly used research techniques.

18 FIELD COORDINATOR, BUSINESS DEVELOPMENT — Responsible for the administration of business development activities in a field environment by providing assistance and direction to Native businessmen; to investigate and develop business and employment opportunities.

Alberta

OIL SANDS TECHNOLOGY
AND RESEARCH AUTHORITY

JUNE, 1983



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EXECUTIVE COMMITTEE
Chairman
Vice-Chairman
Legal Counsel
4 Directors
Mgr., Fin. & Adm.
Executive Assistant

ALBERTA OIL SANDS TECHNOLOGY AND RESEARCH AUTHORITY

FUNCTIONAL STATEMENTS — JUNE, 1983

The Alberta Oil Sands Technology and Research Authority (AOSTRA) operates under an act of the legislature to provide the means whereby research into technological methods to obtain increased production from the oil sands, heavy oil and conventional petroleum reservoirs of Alberta may be assisted, promoted and encouraged. The authority consists of six to nine members, appointed by the Lieutenant Governor in Council to administer a research fund to which the cabinet has to date made a total commitment of $418 million.

1 CHAIRMAN AND CHIEF EXECUTIVE OFFICER — Appointed by the Lieutenant Governor in Council from among the members, acts as chief executive officer and is responsible for ensuring that the stated purposes of AOSTRA are met, and for implementing policies and programs approved by the authority.

2 VICE-CHAIRMAN AND CHIEF ADMINISTRATIVE OFFICER — Appointed by the Lieutenant Governor in Council from among the members, acts as chief administrative officer, assists the chairman and performs the function of chairman in his absence.

3 LEGAL COUNSEL — Acts as general legal counsel for the authority, and prepares legal agreements for the authority.

4 RECORDING SECRETARY AND REGISTRAR — Acts as recording secretary to the authority, receives all applications for financial and technical assistance, and maintains liaison between applicants and the authority.

5 EXECUTIVE ASSISTANT TO CHAIRMAN — Provides assistance to the chairman and vice-chairman in the administration of the executive offices. Responsible for correspondence and special projects as directed.

6 DIRECTOR, MINING, EXTRACTION AND UPGRADING PROGRAMS — Responsible for directing AOSTRA's mining, extraction and upgrading programs and for the transfer of technology from on-going programs.

7 DIRECTOR, TECHNICAL PROGRAMS — Responsible for directing AOSTRA's university and institutional programs and for evaluation of applications.

8 DIRECTOR, TECHNOLOGY TRANSFER — Responsible for recommending and licensing technology packages from AOSTRA's completed laboratory and pilot programs, and for managing AOSTRA's international program.

9 DIRECTOR, IN-SITU OPERATIONS — Responsible for the direction of AOSTRA's in-situ recovery programs and for transfer of technology from on-going programs.

10 MANAGER, FINANCE AND ADMINISTRATION — Responsible for AOSTRA's financial, administrative and personnel functions, through the use and maintenance of proper accounting, reporting and auditing procedures.

11 MANAGER, MINING AND EXTRACTION — Manages AOSTRA's mining and extraction projects, by providing expertise in the design and operation of these projects, and obtains patents on technology arising from them.

12 MANAGER, UPGRADING — Manages AOSTRA's upgrading projects, by providing expertise in the design and operation of these projects, and obtains patents on technology arising from them.

13 MANAGER, PROGRAM DEVELOPMENT — Responsible for arranging for the technical review of incoming applications.

14 MANAGER, UNIVERSITY PROGRAMS — Manages AOSTRA's programs at universities by assisting in program selection, identifying research targets, reviewing progress reports, and by transferring results to other AOSTRA-sponsored projects.

15 MANAGER, INSTITUTIONAL PROGRAMS — Manages AOSTRA's programs at various research institutes by assisting in program selection, identifying research targets, reviewing progress reports, and by transferring results to other AOSTRA-sponsored projects.

16 MANAGER, TECHNOLOGY TRANSFER — MINING, EXTRACTION, UPGRADING — Administers AOSTRA's international agreements and licensing programs related to mining, extraction, and upgrading.

17 MANAGER, TECHNOLOGY TRANSFER — IN-SITU — Administers AOSTRA's international agreements and licensing programs related to in-situ recovery programs.

18 MANAGER, TECHNICAL DEVELOPMENT — Manages team of specialists to provide technical support for on-going in-situ projects.

19 MANAGER, THERMAL PROJECTS — Manages AOSTRA's thermal projects and obtains patents on technology arising from them.

20 MANAGER, ENHANCED RECOVERY — Manages AOSTRA's enhanced recovery projects in conventional petroleum reservoirs and obtains patents on technology arising from them.

21 DATA BASE ADMINISTRATOR — Responsible for managing and retrieving technological data arising from AOSTRA's pilot projects, and from the industry projects which have contracted to use AOSTRA's data base system.

22 AUDITOR AND PERSONNEL OFFICER — Supervises auditing of AOSTRA-sponsored projects, and administers AOSTRA's personnel activities.

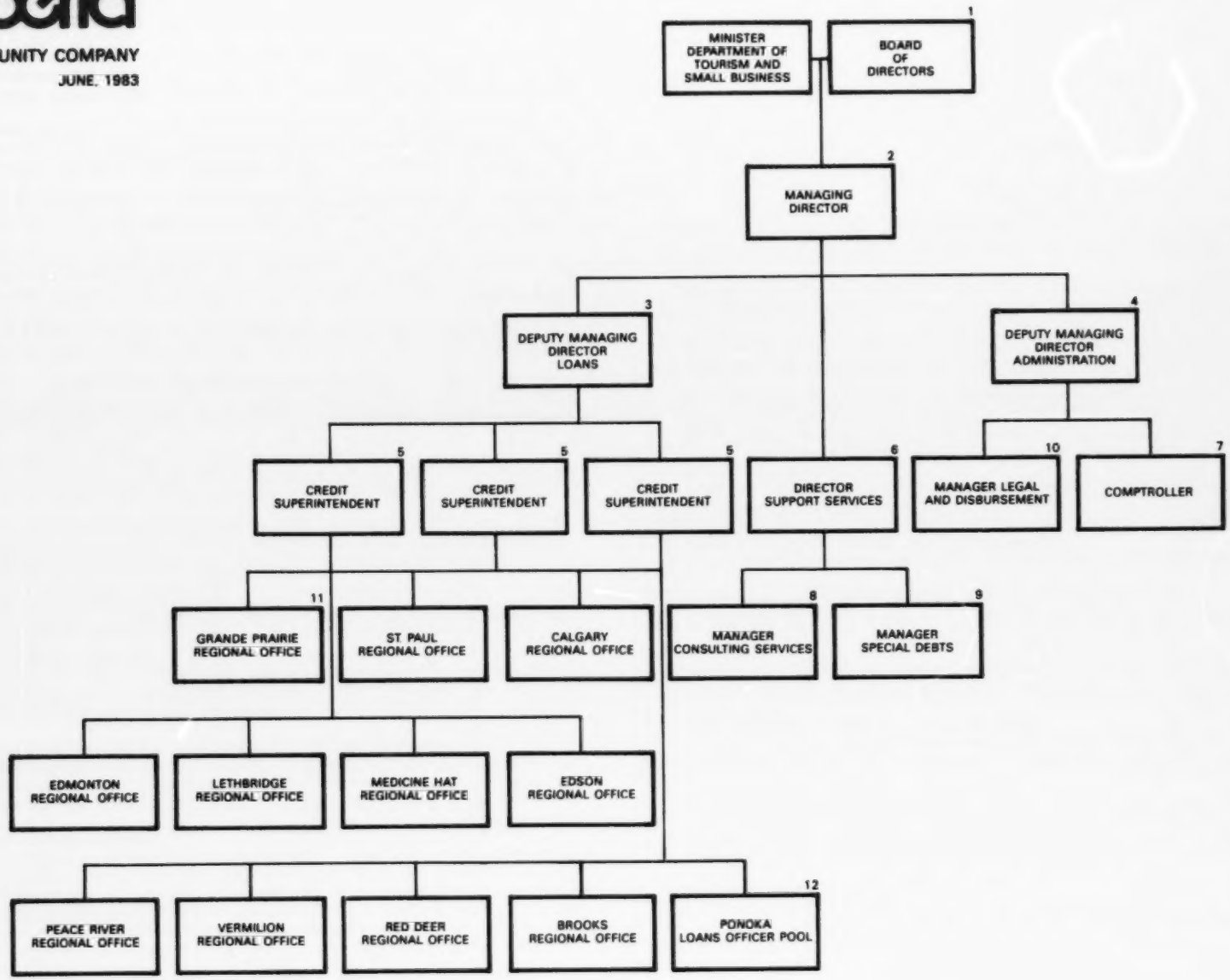
23 ACCOUNTANT — Processes and coordinates payment and receipts related to AOSTRA's on-going projects, and maintains suitable records thereof.

24 INFORMATION OFFICER — Responsible for the liaison of AOSTRA with the public and for collecting and distributing information on the oil sands.

Alberta

OPPORTUNITY COMPANY

JUNE, 1983



1 BOARD OF DIRECTORS — Has direction and control over the conduct of the business and affairs of the company, and is comprised of members of the business community.

2 MANAGING DIRECTOR — Is the chief executive officer of the company and member of the board; and is responsible for the daily administration and management of the company's business and affairs.

3 DEPUTY MANAGING DIRECTOR, LOANS — Directs the loans division of the company with responsibility for all credit evaluation and authorization in connection with application for financial assistance from businesses.

4 DEPUTY MANAGING DIRECTOR, ADMINISTRATION — Responsible for the administration and financial activities of the company.

5 CREDIT SUPERINTENDENT — Responsible for the administration of the credit evaluation procedures followed throughout the company in the processing of applications for financial assistance from businesses.

6 DIRECTOR, SUPPORT SERVICES — Responsible for coordinating and directing all activities of the Special Debts Division which include all insolvency actions and consulting services.

7 COMPTROLLER — Responsible for the accounting function of the company and for the production of financial reports on the activities of the company.

8 MANAGER, CONSULTING SERVICES — Provides consulting services to A.O.C. borrowers and non-borrowers which include identifying problems, finding and implementing solutions and providing follow-up as required.

9 MANAGER, SPECIAL DEBTS — Deals with accounts assigned to Support Services to determine the best course of action to follow in order to resolve problems, and provide remedial action.

10 MANAGER, LEGAL AND DISBURSEMENT — Responsible for providing follow-up on disbursement of loans with regard to documentation, verification of expenditures and disbursement of loan funds.

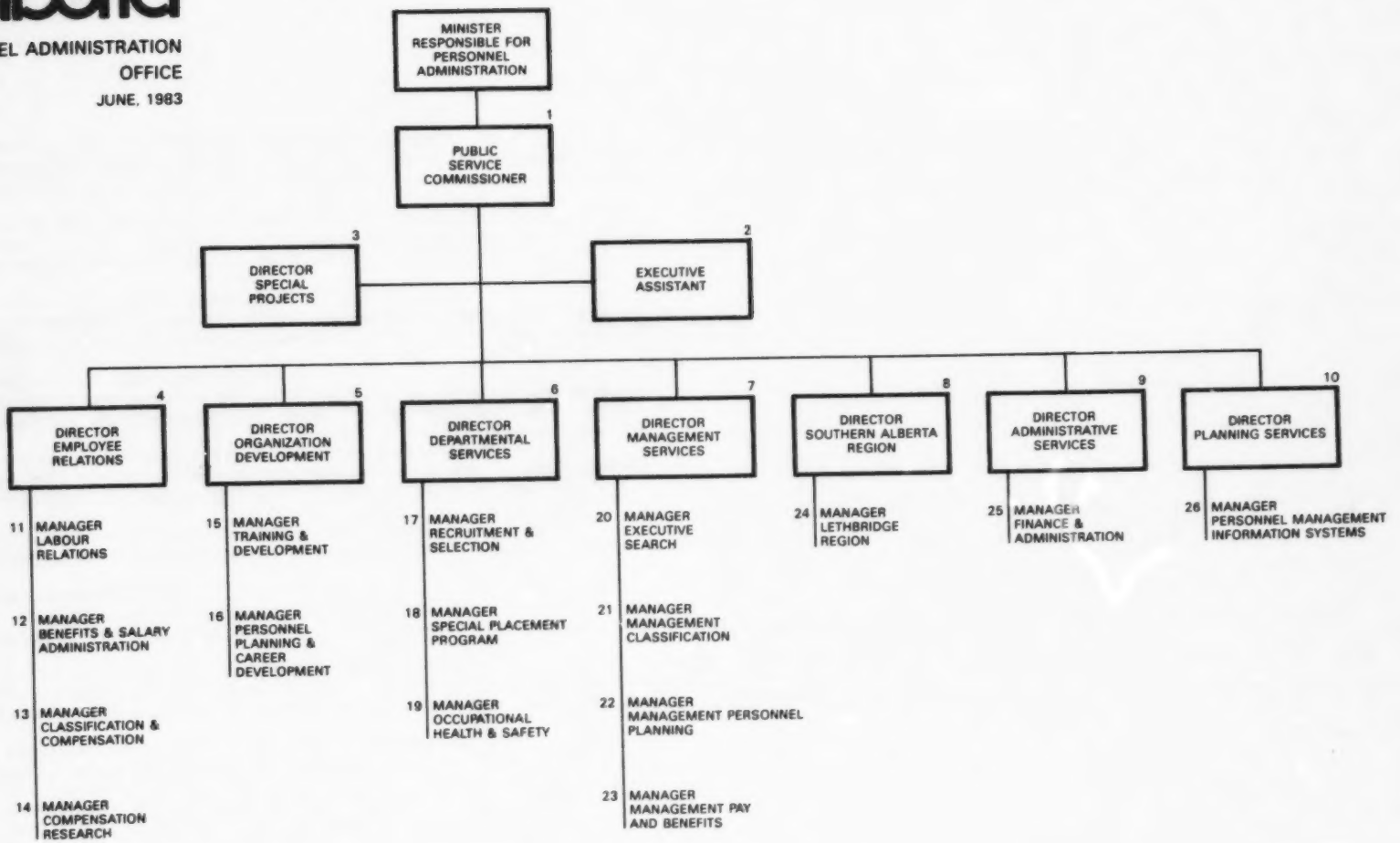
11 BRANCH MANAGER — Directs the daily operations of the regional office and is responsible for applying the credit evaluation procedures followed in the processing of applications for financial assistance from businesses.

12 LOANS OFFICER — Interviews prospective loan applicants and analyses and assesses loan applications; for approved loans, assists with implementation of loan and follow-up reviews of the company's progress.

Alberta

PERSONNEL ADMINISTRATION OFFICE

JUNE, 1983



1 PUBLIC SERVICE COMMISSIONER — Provides advice to the minister and government on personnel policy and legislation, and develops and administers systems to implement policies and practices. Advises and informs the minister on all aspects of personnel administration. Manages a comprehensive personnel program which is implemented through divisions of the Personnel Administration Office. Provides advice and assistance to departmental officials on personnel matters.

2 EXECUTIVE ASSISTANT — Provides administrative and executive support to the Public Service Commissioner by carrying out a variety of administrative and research functions.

3 DIRECTOR, SPECIAL PROJECTS — Works on projects assigned by the commissioner, usually arising from programs which cross divisional lines, or from new programs which will eventually pass to a division to administer.

4 DIRECTOR, EMPLOYEE RELATIONS — Responsible for the negotiation and administration of collective agreements, compensation research, classification of all non-management employees and the development and administration of regulations, pay plans and employee benefits programs.

5 DIRECTOR, ORGANIZATION DEVELOPMENT — Responsible for consulting services to departments on internal staff training and development programs or organizational development consulting services. This includes assisting departments to identify needs, designing and conducting developmental programs and coordinating and/or advising on the use of outside training resources and institutions. Responsible for education leave and course subsidization policies, for coordination of employee performance appraisal, personnel planning (bargaining unit and related) and career assignment programs. Responsible for the Career Development and Personnel Planning program for women and native people.

6 DIRECTOR, DEPARTMENTAL SERVICES — Responsible for the government's staffing activities, including a temporary staffing program. Administers a special program which assists disabled persons and persons over 45 years of age to obtain meaningful employment in the public service. Administers the in-service Occupational Health and Safety program, and provides job and career information to the general public and public service employees.

7 DIRECTOR, MANAGEMENT SERVICES — Responsible for a central comprehensive personnel program for management employees in the Alberta Public Service, coordinates the recruitment and selection of senior managerial personnel, directs management classification and compensation programs and activities in the identification of managerial personnel requirements, develops programs for the utilization of managerial resources and provides assistance on the application of performance appraisals for management employees.

8 DIRECTOR, SOUTHERN ALBERTA REGION — Develops and provides personnel administration services in the Calgary region as representative of all divisions of Personnel Administration Office.

9 DIRECTOR, ADMINISTRATIVE SERVICES — Provides financial and general administrative services to the commissioner and all divisions of Personnel Administration Office.

10 DIRECTOR, PLANNING SERVICES — Provides consultative advice to the Public Service Commissioner and all divisions in the areas of computer systems; personnel/payroll; forecasting; program evaluation; library services; assists the Personnel Community Coordinator in personnel community development, and on behalf of the Public Service Commissioner coordinates the actions of the various divisions in response to major changes, such as departmental regionalization, affecting human resources in departments.

11 MANAGER, LABOUR RELATIONS — Responsible for assimilating and developing recommendations for collective bargaining, acts as chief spokesperson and strategist for government or Crown agencies in negotiation sessions. Responsible for interest and rights arbitration, all contract administration, union interfaces and training in employee relations. Carries out special assignments in all areas of employee relations as necessary.

12 MANAGER, BENEFITS AND SALARY ADMINISTRATION — Responsible for policy recommendation, interpretation and administration of personnel regulations, pay plans and employee benefit programs, and provides a consultative service to departments on the foregoing.

13 MANAGER, CLASSIFICATION AND COMPENSATION — Responsible for maintenance of the on-going Review and Reporting System for decentralized non-management classification, provision of training courses to personnel practitioners and line managers, provision of consultative services to departmental personnel practitioners on all aspects of non-management classification, development of new class series and modification of existing series, and for provision of professional support to assist negotiators in the bargaining process.

14 MANAGER, COMPENSATION RESEARCH — Responsible for the Central Compensation Research program of the Personnel Administration Office and the development of reports and recommendations affecting pay related matters in support of the collective bargaining process and all other forms of pay determination undertaken for various non-bargaining groups.

15 MANAGER, TRAINING AND DEVELOPMENT — Responsible for managing a central service of training and staff development programs, organization development consulting and employee performance appraisal along with special projects that impact on organizational effectiveness.

16 MANAGER, PERSONNEL PLANNING AND CAREER DEVELOPMENT — Responsible for initiating and coordinating action to assist in the full utilization of employees. Emphasis is on career planning and development for women and career opportunities for natives within the Alberta Public Service.

17 MANAGER, RECRUITMENT AND SELECTION — Responsible for the government's Recruitment and Selection program, and for providing assistance and consultation to departments in recruitment and selection including market identification, special recruitment campaigns, selection standards, salary determination and selection panels. Conducts audits of recruitment and selection activities.

18 MANAGER, SPECIAL PLACEMENT PROGRAM — Responsible for a program which provides assistance to disabled persons and persons over 45 years of age who are seeking employment in the public service.

19 MANAGER, OCCUPATIONAL HEALTH AND SAFETY — Responsible for the direction, coordination and administration of the in-service Occupational Health

and Safety programs which include occupational health, medicine, safety and hygiene, and a diagnostic and referral program for employees with behavioral health problems.

20 MANAGER, EXECUTIVE SEARCH — Responsible for assisting senior management in the recruitment and selection of executive level personnel, coordinates executive interchange programs and provides advice to individuals on senior management opportunities in the Alberta Public Service, and provides assessments of managerial staff for development purposes.

21 MANAGER, MANAGEMENT CLASSIFICATION — Responsible for the Management Classification Plan including the allocation of positions, the development of relevant policies and procedures, and provides an advisory service to departments on organizational structure.

22 MANAGER, MANAGEMENT PERSONNEL PLANNING — Responsible for coordinating the research, development and assessment of policy recommendations for the management group and providing a support service in the application of the performance appraisal program for managers as well as facilitating department initiatives in management personnel planning.

23 MANAGER, MANAGEMENT PAY AND BENEFITS — Responsible for management pay and benefits, contract employment, discipline, code of conduct and ethics and conditions of employment for foreign service personnel.

24 MANAGER, LETHBRIDGE REGION — Responsible for developing and providing personnel administration services in the Lethbridge region as representative of all divisions of Personnel Administration Office.

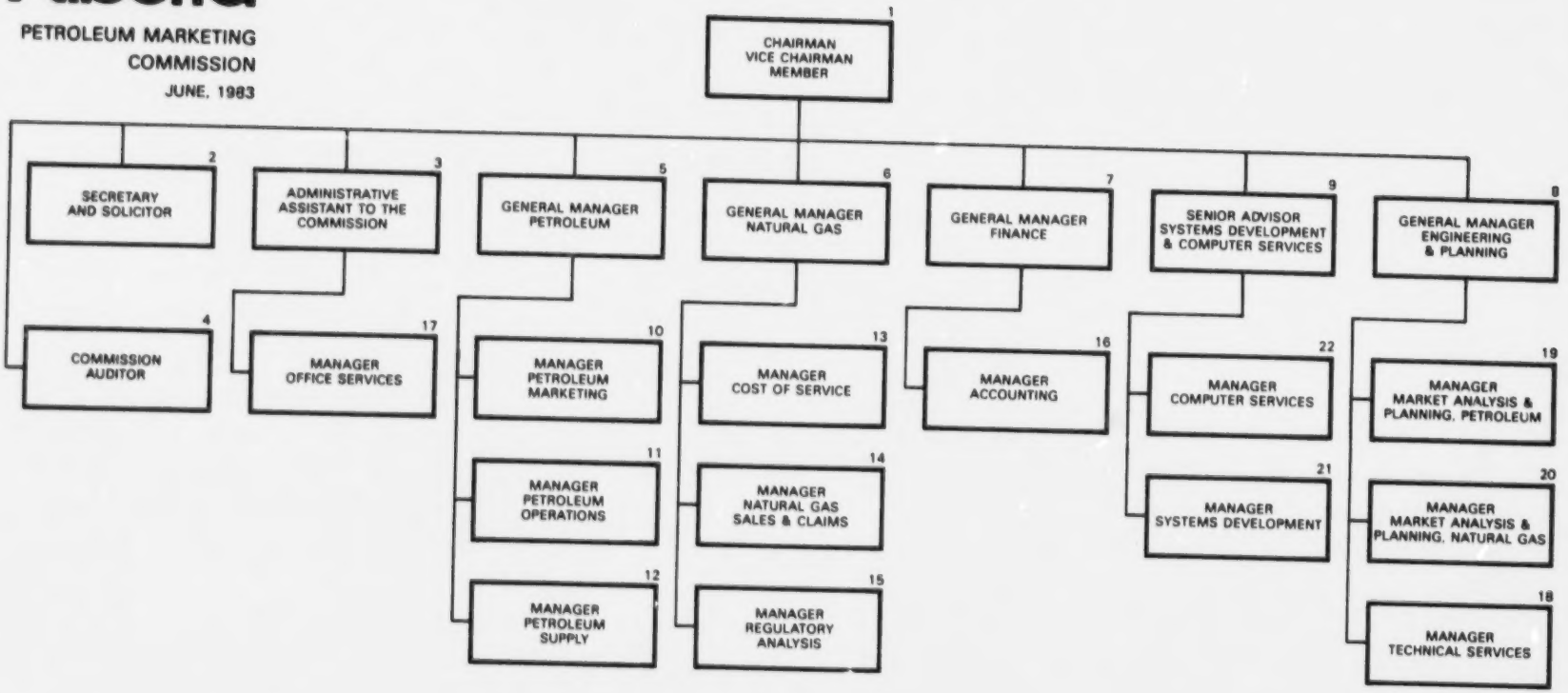
25 MANAGER, FINANCE AND ADMINISTRATION — Responsible for managing the department's financial and general administrative support services.

26 MANAGER, PERSONNEL MANAGEMENT INFORMATION SYSTEMS — Responsible for systems design and computer programs to meet personnel management information requirements of Personnel Administration Office and other government departments.

Alberta

PETROLEUM MARKETING COMMISSION

JUNE, 1983



THE COMMISSION — The Petroleum Marketing Act created the commission as a Crown agent to accept delivery of and sell in Alberta the Crown's royalty share of petroleum and to act as exclusive agent to sell the lessee's share of petroleum from Crown leases. Responsibility for determining the regulated field price of natural gas was assigned to the commission under the Natural Gas Pricing Agreement Act. The commission is responsible for coordinating all activities pursuant to these Acts and acts as a collegial body in setting of prices for all crude oil produced from Crown leases, establishing contractual volumes of crude oil sales, determining monthly Alberta costs of service for natural gas leaving the province and the price adjustment payable to producers of natural gas through money obtained from natural gas exports. The commission and staff members deal extensively with the oil and gas industry both in Canada and U.S.A. and with government bodies on matters relating to crude oil, natural gas, pentanes plus, Syncrude production, natural gas purchasing and marketing and provide advice to the government on matters relating to these activities. The commission exercises policy and administrative directives through a weekly management meeting of commission members together with the secretary-solicitor, administrative assistance and general managers.

1 CHAIRMAN — Applies expertise in the area of petroleum operations in developing and implementing policy with the other commission members, participates in Federal/Alberta energy pricing negotiations and is the Alberta Royalty Negotiator in respect of synthetic oil produced with the Syncrude project.

VICE-CHAIRMAN — Applies expertise in the area of administration and finance in developing and implementing policy with the other commission members.

MEMBER — Applies expertise in the area of natural gas operations, engineering and planning in developing and implementing policy with the other commission members and represents the commission at regulatory hearings.

2 SECRETARY AND SOLICITOR — Legal counsel to the commission and registrar and custodian of the official records.

3 ADMINISTRATIVE ASSISTANT TO THE COMMISSION — Assures the commission that administrative policies and procedures as approved by the commission are being coordinated and followed. Advises the commission on personnel and administrative requirements.

4 COMMISSION AUDITOR — Organizes and carries out external and internal audits of activities under the provisions of the Petroleum Marketing Act, the Natural Gas Pricing Agreement Act and as the commission may direct.

5 GENERAL MANAGER, PETROLEUM — Administers commission policy for all operating functions of the commission pertaining to the delivery and sale of petroleum produced from Alberta Crown leases as well as any other petroleum which is purchased by the commission including synthetic crude oil, and ensures that all relevant activities of the commission are in accordance with the provisions of the Petroleum Marketing Act.

6 GENERAL MANAGER, NATURAL GAS — Administers commission policy for all operating functions of the commission pertaining to natural gas pricing, determination of sales volumes, and claims against the fund established by the Natural Gas Pricing Agreement Act, and is responsible for implementation of commission policy respecting the determination of Alberta cost of service for natural gas purchases as required by the Natural Gas Pricing Agreement Act.

7 GENERAL MANAGER, FINANCE — Assures the commission of the integrity and accuracy of all financial transactions, accounting records and reports. Responsible for banking and credit arrangements. Directs purchasing and payroll functions.

8 GENERAL MANAGER, ENGINEERING AND PLANNING — Conducts engineering, economic and technical studies as assigned by the commission or as initiated, analyses energy supplies, energy transportation systems, crude oil and natural gas markets and submits operational and policy recommendations to the commission.

9 SENIOR ADVISOR, SYSTEMS DEVELOPMENT AND COMPUTER SERVICES — Assures the commission that through coordination with general managers efficient systems are developed to maximize automation in the work flow. Selects and maintains hardware and software for computer centre.

10 MANAGER, PETROLEUM MARKETING — Assesses buyer requirements for Alberta petroleum, coordinates pipeline movements and commission sales of Alberta petroleum, determines petroleum stream selling prices, administers petroleum buy/sell transactions, arranges purchases and sales of freehold oil and maintains industry liaison on buyer requirements.

11 MANAGER, PETROLEUM OPERATIONS — Monitors grade and quality of Alberta petroleum production, develops and maintains the commission's price bulletin for Crown petroleum, coordinates industry petroleum transportation allowance requests, and coordinates pipeline movements and commission sales of synthetic crude oil.

12 MANAGER, PETROLEUM SUPPLY — Determines Crown lease petroleum deliveries from all producing batteries and single wells, develops and maintains pricing control file to verify the value of the sale of the lessee's as well as the Crown's royalty share of petroleum, maintains the Crown royalty verification systems, maintains the operators' manual, and maintains industry liaison to resolve operator reporting problems.

13 MANAGER, COST OF SERVICE — Receives applications and recommends determinations for Alberta cost of service, analyses rates of return, depreciating practices, financing methods and costs and proposes action by the commission where deemed necessary.

14 MANAGER, NATURAL GAS SALES AND CLAIMS — Administers the fund established by the Natural Gas Pricing Agreement Act, ensures validity of claims against the fund, and monitors natural gas prices and sales volumes.

15 MANAGER, REGULATORY ANALYSIS — Monitors activities of governments in Canada and the United States in particular on any matters which may affect Alberta. Recommends attendance at hearings.

16 MANAGER, ACCOUNTING — Administers the recording, invoicing and payment for all petroleum and natural gas transactions of the commission.

17 MANAGER, OFFICE SERVICES — Responsible for secretarial services, switchboard and receptionist services, appropriate filing systems and other support services as may be required by the commission.

18 MANAGER, TECHNICAL SERVICES — Evaluates supplies, transportation systems

and technical aspects of market requirements for petroleum, natural gas and other energy resources.

19 MANAGER, MARKET ANALYSIS AND PLANNING, PETROLEUM — Analyses markets for petroleum, prepares economic evaluations and studies related to the supply and marketing of petroleum, and other energy resources as assigned, prepares studies and evaluations related to the pricing of energy resources.

20 MANAGER, MARKET ANALYSIS AND PLANNING, NATURAL GAS — Analyses markets for natural gas, prepares economic evaluations and studies related to the supply and marketing of natural gas, and other energy resources as assigned, prepares studies and evaluations related to the pricing of energy resources.

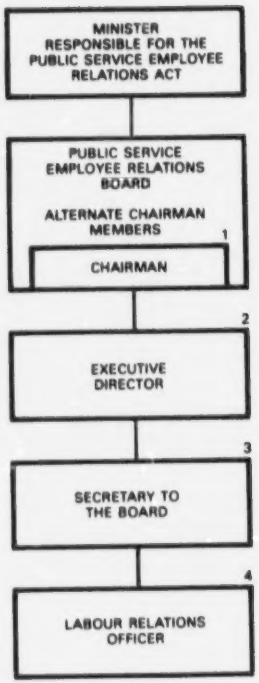
21 MANAGER, SYSTEMS DEVELOPMENT — Supervises project leaders in developing new systems and maintaining ones in place for various departments.

22 MANAGER, COMPUTER SERVICES — Supervises data entry and day to day operation of the Computer Centre.

Alberta

PUBLIC SERVICE EMPLOYEE
RELATIONS BOARD

JUNE, 1983



1 CHAIRMAN — Having the powers and authority of a department head and a deputy head for the purposes of the Public Service Act in respect of the employees under his supervision, is responsible for the administration of matters relating to collective bargaining procedures in the public sector including those hospitals, universities, colleges, corporations, commissions, boards, councils or other bodies that come under the Public Service Employee Relations Act, and is responsible for all policy, practice and application of board matters.

2 EXECUTIVE DIRECTOR — Directs and controls the day to day operations of the staff including the responsibility of the administrative systems, financial, budgetary, accounting and personnel functions of the board, is responsible for the processing of all matters brought before the board, provides assistance to board members, the government and other jurisdictions relative to the board's functions and liaises with the public, parties affected by the board's activities and the media.

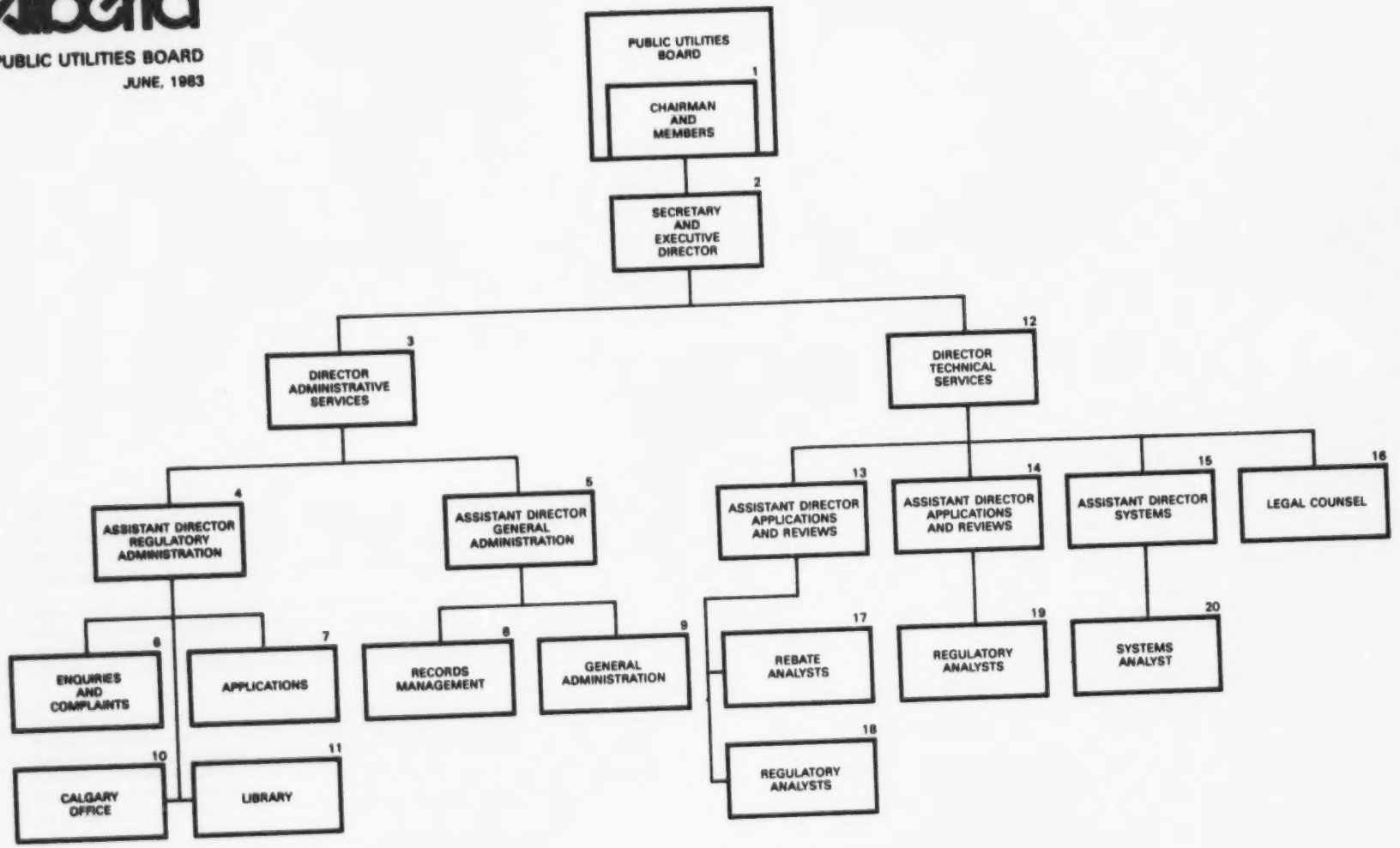
3 SECRETARY TO THE BOARD — Responsible for the supervision of the processing of applications before the board, assembles and presents information to the board and parties affected, processes the applications of the board, provides assistance to board members and administers the staff.

4 LABOUR RELATIONS OFFICER — Responsible for the investigation of all matters filed with the board, investigates and endeavours to settle complaints alleging unfair practices, conducts votes directed by the board and endeavours to settle questions relative to the inclusion or exclusion from a bargaining unit of persons referred to the board.

Alberta

PUBLIC UTILITIES BOARD

JUNE, 1983



A quasi-judicial tribunal with powers to fix rates for and exercise general supervision over public utilities serving the public within Alberta, the board consists of such number of members appointed by the Lieutenant Governor in Council as he considers appropriate. Provision also exists for the Lieutenant Governor in Council to nominate one or more persons from among whom acting members of the board may be selected. The authority and jurisdiction of the board is set out in the Public Utilities Board Act, the Gas Utilities Act and various sections of 32 other statutes.

1 CHAIRMAN — Appointed by the Lieutenant Governor in Council and is the chief executive officer. He may designate any one member to preside at any sitting of the board at which he is not present, appoint two or more members to sit as a division of the board and name any person nominated by the Lieutenant Governor in Council as an acting member, to act on any matter properly before the board.

2 SECRETARY AND EXECUTIVE DIRECTOR — Responsible to the board through the chairman for coordination of the activities of the board staff through the directors, and for overall administration and control of the general affairs of the board.

3 DIRECTOR, ADMINISTRATIVE SERVICES — Responsible for the board's administrative procedures, including regulatory and general administration.

4 ASSISTANT DIRECTOR, REGULATORY ADMINISTRATION — Responsible for the procedural administration of the board's regulatory activities and coordinating the investigation of complaints from the general public regarding public utility operations, regulations or rates.

5 ASSISTANT DIRECTOR, GENERAL ADMINISTRATION — Responsible for the internal control systems of the board with respect to budget and expenditures, records management procedures and equipment inventory, and for administering the board's personnel program.

6 ENQUIRIES AND COMPLAINTS — Responsible for processing enquiries from the general public related to utility service and rates.

7 APPLICATIONS — Responsible for the administration of public hearings and the processing of applications of a general nature.

8 RECORDS MANAGEMENT — Responsible for the provision of records management services to members and staff.

9 GENERAL ADMINISTRATION — Provides liaison with government departments and is responsible for expenditure control and personnel administration.

10 CALGARY OFFICE — Equipped to provide adequate regulatory contact and service to industry and the public in southern Alberta.

11 LIBRARY — Responsible for the maintenance of the board's legal and regulatory reference books, and for providing information to members and staff.

12 DIRECTOR, TECHNICAL SERVICES — Responsible for planning, directing and coordinating the work of the board's technical staff, comprising a multi-disciplinary group of professional accountants, economists, engineers and lawyers.

13 ASSISTANT DIRECTOR, APPLICATIONS AND REVIEWS — Two positions
& responsible for directing and coordinating two groups of multi-disciplinary
14 professionals concerned with the financial analysis of rate hearing material, the conduct of reviews of the affairs of utilities and the examination of rebate applications.

15 ASSISTANT DIRECTOR, SYSTEMS — Under the direction of the Director, Technical Services, undertakes special projects related to the technical aspects of the board's regulatory activities, with particular emphasis on systems development.

16 LEGAL COUNSEL — Under the direction of the Director, Technical Services, undertakes legal research and interpretation, advising members of the board and staff on legal matters pertaining to the board's jurisdiction.

17 REBATE ANALYSTS — A group of accounting trained staff charged with the examination and review of gas supply contracts, the rates and the accounts of all gas utilities seeking rebates under the Natural Gas Rebates Act, as a result of whose examination, the board is able to issue certificates which validate the release of rebates sought or such other amounts as examination indicates are appropriate.

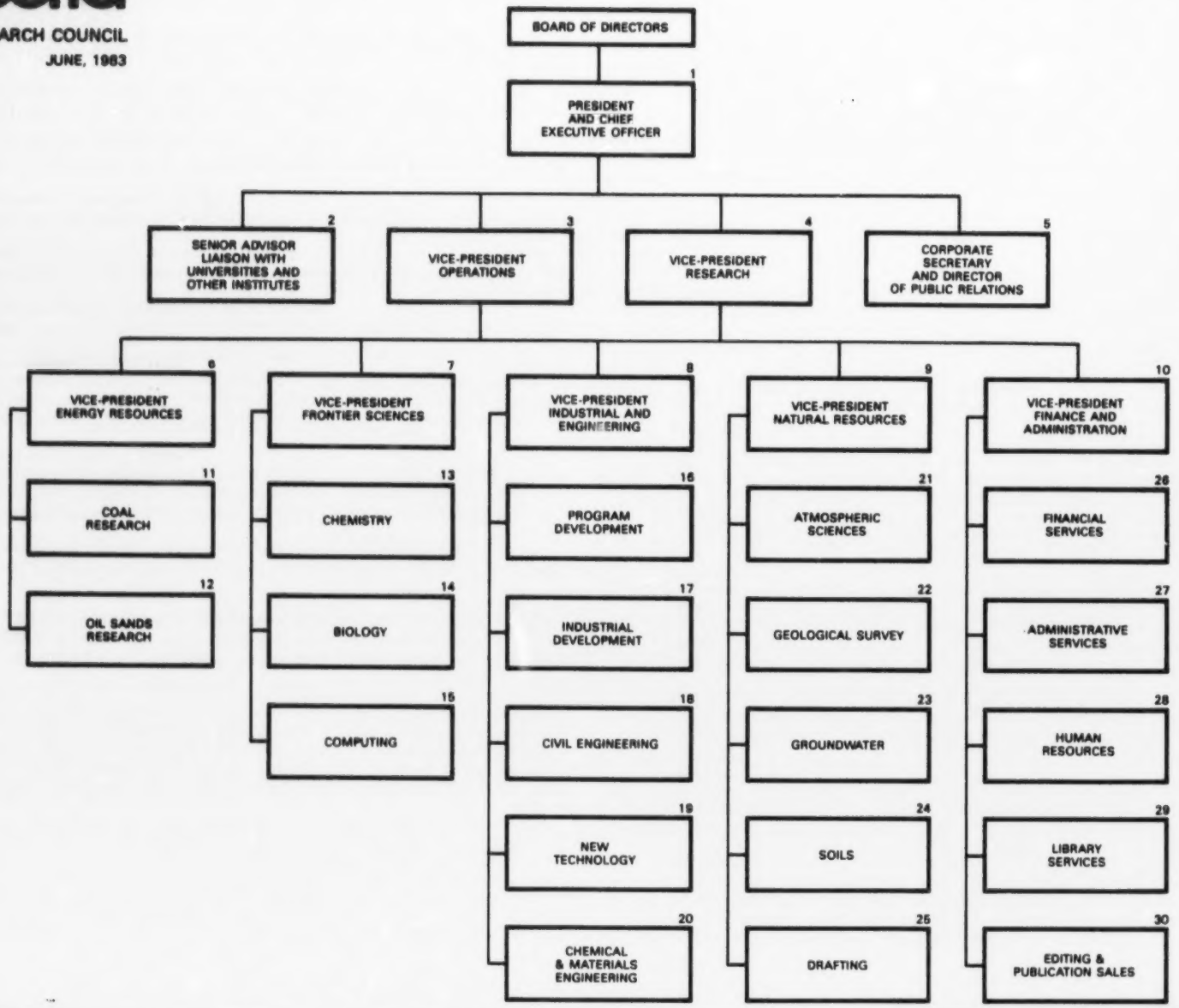
18 REGULATORY ANALYSTS — Multi-disciplinary groups of professionals including
& accountants, engineers and economists charged with the examination, analysis
19 and evaluation of technical evidence submitted by applicants and intervenors during a rate hearing, the detailed review of the affairs, earnings and accounts of each owner of a public utility, and the conduct of special technical studies.

20 SYSTEMS ANALYST — Responsible for carrying out special projects with particular emphasis on systems development which will assist members and staff in the analysis of utility rate applications.

Alberta

RESEARCH COUNCIL

JUNE, 1983



1 PRESIDENT — Chief executive officer responsible for administration, planning and execution of Research Council programs in accordance with council policy, and for liaison and communication with clients and senior executives in the private and public sectors.

2 SENIOR ADVISOR, LIAISON WITH UNIVERSITIES AND OTHER INSTITUTES — Develops and maintains an on-going liaison with universities and research and technical institutions, conducts long and short term project assignments under the direction of the president and serves on specific committees, both internally and externally, representing the president or the Research Council, and acts as Chairman of the Patent Committee and the Conduct and Ethics Committee.

3 VICE-PRESIDENT, OPERATIONS — Responsible for program implementation, research support activities, control systems and the development of operational policies.

4 VICE-PRESIDENT, RESEARCH — Responsible for managing research activities including planning and strategy development, evaluation, business and marketing and liaison.

5 CORPORATE SECRETARY AND DIRECTOR OF PUBLIC RELATIONS — Secretary to the Board of Directors, the Executive Committee of the Board of Directors and the Salary Schedule Advisory Committee, and responsible for the council's public relations program.

6 VICE-PRESIDENT, ENERGY RESOURCES DIVISION — Provides overall direction to the development and operation of the oil sands and coal programs of the Research Council, and is responsible for planning and liaison with industry.

7 VICE-PRESIDENT, FRONTIER SCIENCES DIVISION — Administers and co-ordinates research programs in chemistry, microbiology and computing in new fields or subject areas that are considered to offer long term opportunities for Alberta, and provides various analytic and computing services.

8 VICE-PRESIDENT, INDUSTRIAL AND ENGINEERING RESEARCH DIVISION — Provides overall direction to the development and management of research projects of the Industrial and Engineering Research Division which includes an Industrial Development Department, a Civil Engineering Department, a Chemical and Materials Engineering Department, a New Technology Department, and a Program Development Group.

9 VICE-PRESIDENT, NATURAL RESOURCES DIVISION — Provides overall direction in the management of research projects and scientific surveys within the Natural Resources Division which includes research in mineral resources, geology, soils, groundwater and atmospheric sciences.

10 VICE-PRESIDENT, FINANCE AND ADMINISTRATION DIVISION — Directs the development, coordination, and overall management of centralized finance and administration, including accounting and finance, personnel and payroll, editing and publication sales, library services, materials management, occupational health and safety.

11 HEAD, COAL DEPARTMENT — Directs research on a broad range of topics related to properties, processing and utilization of coal, particularly liquefaction, gasification and combustion of coal, together with supporting studies to complement these topics.

12 HEAD, OIL SANDS RESEARCH DEPARTMENT — Coordinates the Research Council projects which have been funded by the Alberta Oil Sands Technology and Research Authority and other agencies, and provides assistance on request on evaluation and monitoring of other oil sands projects for government or the private sector.

13 HEAD, CHEMISTRY DEPARTMENT — Directs research in catalysis related to oil and gas utilization, sulfur recovery from natural gas, membrane processes for gas separation, various general areas of physical chemistry, and various spectroscopic analytical services.

14 HEAD, BIOLOGY — Undertakes research related to low-temperature biology with potential application to agriculture and through a joint venture with Bio Logicals is investigating biotechnology.

15 HEAD, COMPUTING — Coordinates computing activities in support of research projects. Plans are underway to initiate an applied computing science research program.

16 HEAD, PROGRAM DEVELOPMENT — This department serves as a business development group for the Alberta Research Council. It evaluates proposals, develops business strategies and has been responsible for the Research Council's Joint Venture Research Initiatives in man-computer-machines, biotechnology and advanced catalysis.

17 HEAD, INDUSTRIAL DEVELOPMENT DEPARTMENT — Offers various forms of assistance to the manufacturing industry in the province including the provision of technical information services, mechanical investigations, industrial and engineering assistance, computerized information retrieval systems, computerized information systems data base development, and physical and metallurgical laboratory facilities. *Solar and Wind Energy Research Program:* Operates a Solar and Wind Energy Information Centre, as part of a Solar and Wind Energy Research program.

18 HEAD, CIVIL ENGINEERING DEPARTMENT — Organizes and directs applied research projects in a cooperative research program with other government departments, transportation research including pavement design and performance evaluation, soils and road materials, traffic and transportation studies and investigation of related surface modes, and surface water research involving river engineering and fluvial processes, surface water hydrology, erosion, ice engineering, and application of fluid mechanics principles to natural streams.

19 HEAD, NEW TECHNOLOGIES DEPARTMENT — This department is being created to extend the Research Council's capabilities in areas of high technology and in the interfaces between men, computers and machines. A system of solar and wind energy monitoring stations is operated as part of a Solar and Wind Energy Research program.

20 HEAD, CHEMICAL AND MATERIALS ENGINEERING DEPARTMENT — Directs programs in three sections: Process Development, Product Development, Product Evaluation. Process Development undertakes research projects related to chemical processing Alberta's natural resources. Product Development is currently related to developing forest products and provision of technical services to the forest products industry. Product Evaluation includes the physical testing and inspection services of petroleum products and related materials, the physical testing of plastic products and the operation of an industrial chemical analytical laboratory.

21 HEAD, ATMOSPHERIC SCIENCES DEPARTMENT — Directs programs in research and experimentation to determine the processes that lead to the formation of hail storms and programs intended to give an understanding of the possibilities for modification of hail storms to reduce crop damage, including studies of rain enhancement, snow augmentation and continued investigation in respect of hail suppression technology.

22 HEAD, GEOLOGICAL SURVEY DEPARTMENT — Directs programs on evaluation of fossil fuel and other mineral resources and their possible uses, on the geology of oil sand deposits, and on environmental geology studies.

23 HEAD, GROUNDWATER DEPARTMENT — Directs programs concerned with evaluation and mapping of the province's groundwater resources, solution of water problems, groundwater flow systems, and basic research on behaviour of water in the ground.

24 HEAD, SOILS DEPARTMENT — Directs programs of soil surveys in forested and agricultural areas of Alberta, on evaluation of soil capabilities for plant growth, and for urban and recreational development.

25 MANAGER, DRAFTING — Manages all cartographic, mechanical, electrical and architectural drafting, all graphic reproductions, including line drawings, charts, graphs, and audio-visual materials, and maintains the council's photographic laboratory.

26 DIRECTOR, FINANCIAL SERVICES — Manages the project cost accounting system, provides management with reports of financial results of operations, maintains a complete accounting system, and provides regular reports and analyses of financial position.

27 DIRECTOR, ADMINISTRATIVE SERVICES — Manages and provides the Research Council with advice on facilities management, material management and records management.

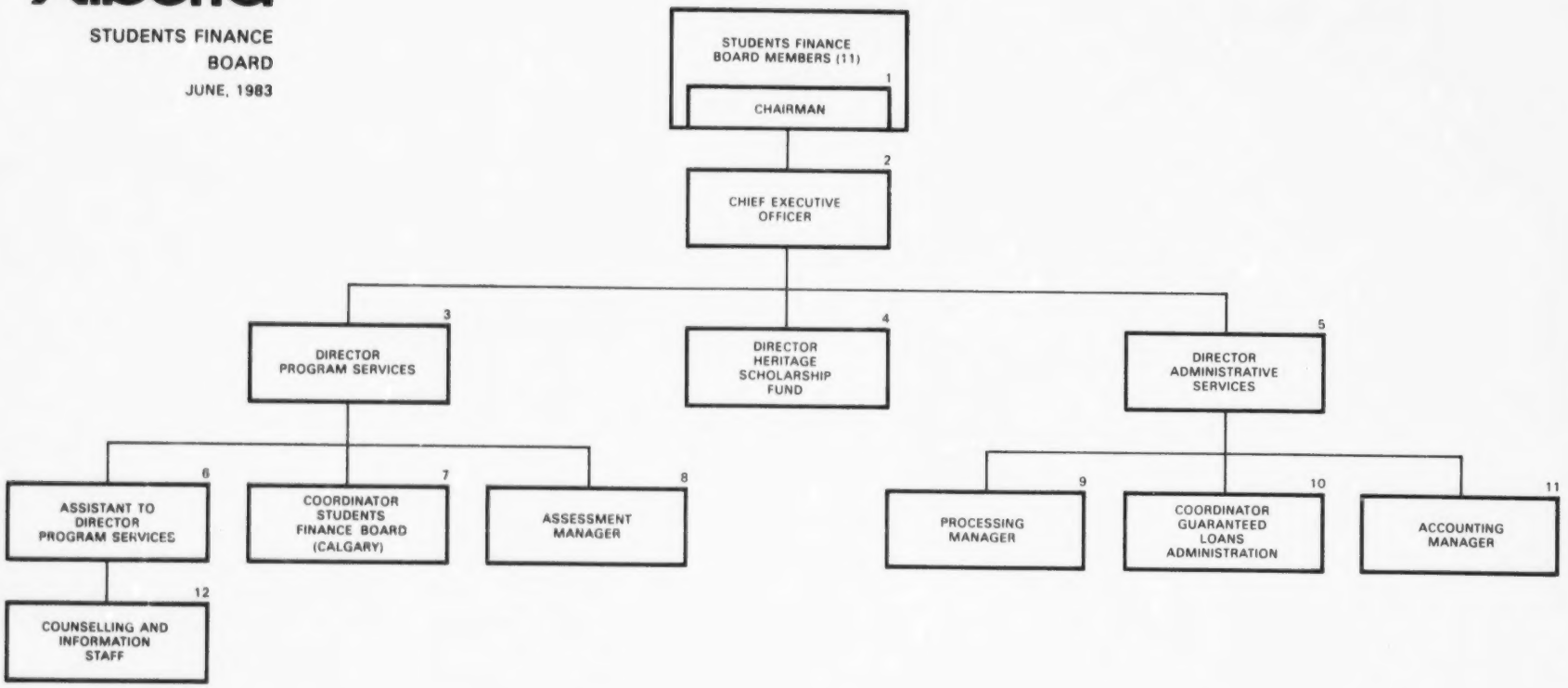
28 DIRECTOR, HUMAN RESOURCES — Manages the employment, wage and salary administration, collective bargaining, and staff development, training and educational services.

29 MANAGER, LIBRARY SERVICES — Manages and provides the council's collection of scientific information in various media including hard copy, microfilm and electronic data base, conducts on-line searches, obtains inter-library loans, and provides other services as required.

30 MANAGER, EDITING AND PUBLICATION SALES — Manages the editing and production of scientific and research reports, brochures and public relations publications, and directs the operations of the Publication Sales Office.

Alberta

STUDENTS FINANCE
BOARD
JUNE, 1983



1 CHAIRMAN — Responsible for the development of policy, programs and initiatives of the board, and liaison with the public, student groups and the minister.

2 CHIEF EXECUTIVE OFFICER — Responsible for the development, administration and delivery of all Students Finance Board programs.

3 DIRECTOR, PROGRAM SERVICES — Responsible for the coordination, evaluation and development of student finance programs and services.

4 DIRECTOR, HERITAGE SCHOLARSHIP FUND — Responsible for the administration of the Alberta Heritage Scholarship program.

5 DIRECTOR, ADMINISTRATIVE SERVICES — Responsible for the management of the board's administrative and financial affairs.

6 ASSISTANT TO DIRECTOR, PROGRAM SERVICES — Responsible for the direct supervision of the information, counselling, verification and remission functions of the board.

7 COORDINATOR, STUDENTS FINANCE BOARD — Responsible for the administration of the board's Calgary office and ensures that the policies of the board are communicated to students, parents and educational officials in southern Alberta.

8 ASSESSMENT MANAGER — Responsible for the management and supervision of the assessment section of the Students Finance Board.

9 PROCESSING MANAGER — Responsible for the production of all awards authorized.

10 COORDINATOR, GUARANTEED LOANS ADMINISTRATION — Responsible for the interaction with lending institutions and the administration of contractual obligations under the Students Finance Board's return-service programs.

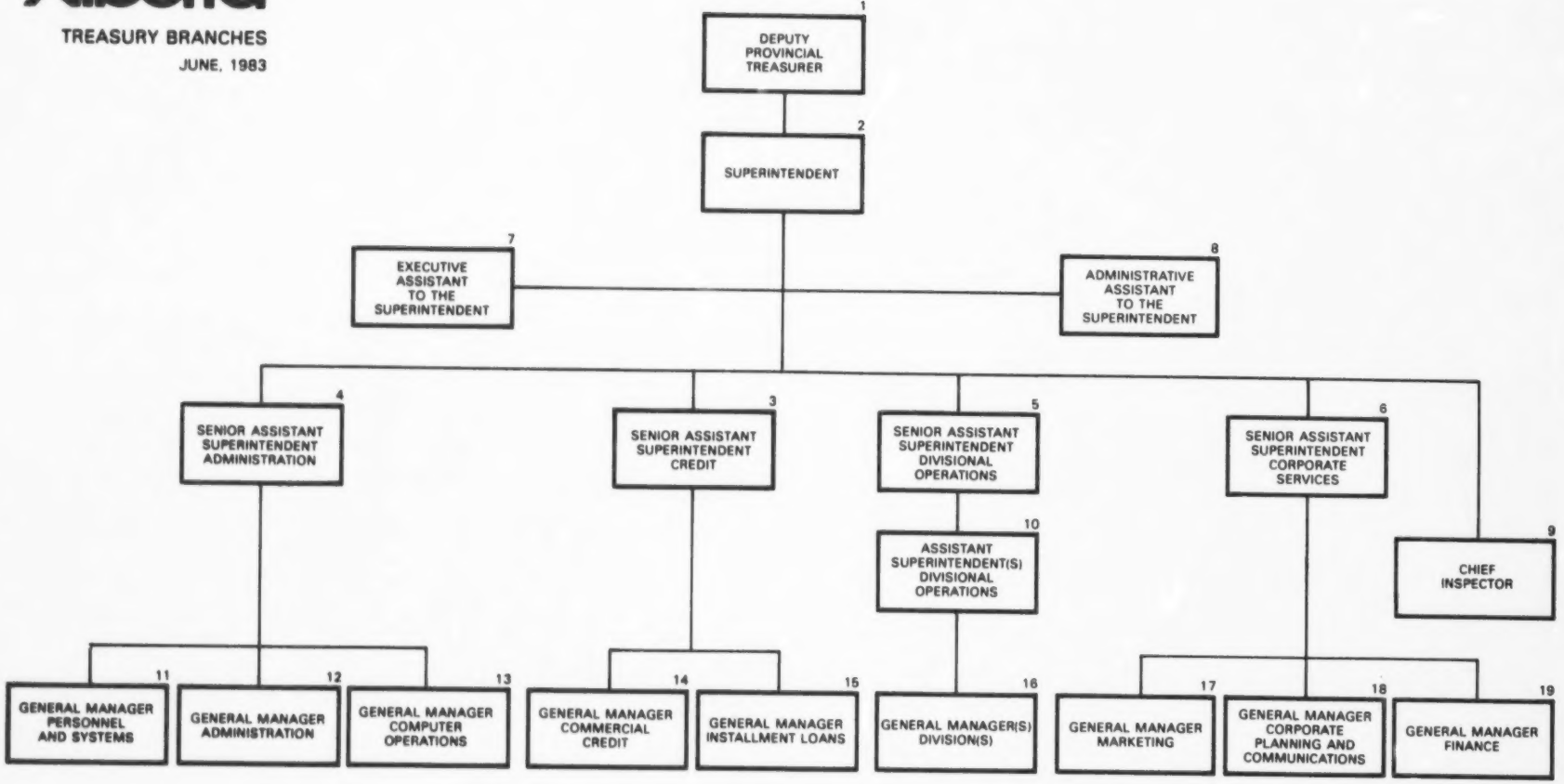
11 ACCOUNTING MANAGER — Responsible for the operation; supervision and direction of the accounting unit of the Students Finance Board.

12 COUNSELLING AND INFORMATION STAFF — Responsible for the counselling and information dissemination functions of the Students Finance Board.

Alberta

TREASURY BRANCHES

JUNE, 1983



1 DEPUTY PROVINCIAL TREASURER — Assists the Provincial Treasurer in the coordination of departmental activities.

2 SUPERINTENDENT — Responsible for the system of branches and agencies throughout the province which accepts money on deposit from the public, loans money to persons and firms, provides financial services and safekeeping facilities to the public and acts as agent of the government for the issuance of various licences and collection of fees, the objective being to provide a service which earns a pr' 'it on operations for the benefit of all Albertans.

3 SENIOR ASSISTANT SUPERINTENDENT, CREDIT — Responsible for the executive management of Treasury Branches' Credit and Installment Loans Departments.

4 SENIOR ASSISTANT SUPERINTENDENT, ADMINISTRATION — Responsible for the executive management of Treasury Branches' Administration, Computer Operations, and Personnel and Systems Departments.

5 SENIOR ASSISTANT SUPERINTENDENT, DIVISIONAL OPERATIONS — Responsible for the executive management of Treasury Branches' operations northern, central and southern divisions.

6 SENIOR ASSISTANT SUPERINTENDENT, CORPORATE SERVICES — Responsible for the executive management of Treasury Branches' Finance, Marketing, and Corporate Planning and Communications Departments.

7 EXECUTIVE ASSISTANT TO THE SUPERINTENDENT — Responsible to the superintendent for the coordination and advancement to implementation of policies and programs relative to operations.

8 ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT — Responsible to the superintendent for correspondence, office administration and other duties as directed.

9 CHIEF INSPECTOR — Responsible to ensure the financial integrity of Treasury Branches, its accounting systems and internal procedures and in addition ensures the files and records are maintained in a uniform and orderly manner.

10 ASSISTANT SUPERINTENDENT(S), DIVISIONAL OPERATIONS — Responsible for administering the management of Treasury Branches' operations in all district, regional and divisional offices and the branches and agencies within the division to which an assistant superintendent has been assigned.

11 GENERAL MANAGER, PERSONNEL AND SYSTEMS — Responsible for the administration of staff records and provision of the department's personnel recruitment, training programs; and development, supervising and monitoring branch systems, conversion operations and maintenance of all electronic accounting and data processing equipment in branches.

12 GENERAL MANAGER, ADMINISTRATION — Responsible for the general supervision of the administrative performance of branches and property management.

13 GENERAL MANAGER, COMPUTER OPERATIONS — Responsible for forward planning in respect to electronic data processing, and the designing, development and testing of electronic data processing systems and the clearing centre operations.

14 GENERAL MANAGER, COMMERCIAL CREDIT — Responsible for the adequacy of Treasury Branches' regular loaning policies and programs.

15 GENERAL MANAGER, INSTALLMENT LOANS — Responsible for the development and administration of instalment loans credit policies and programs.

16 GENERAL MANAGER(S), DIVISION(S) — Responsible for the operational management of a division of Treasury Branches.

17 GENERAL MANAGER, MARKETING — Responsible for assessing the financial needs of all areas of the province, and development of new policies and expansion programs, and for all forms of advertising.

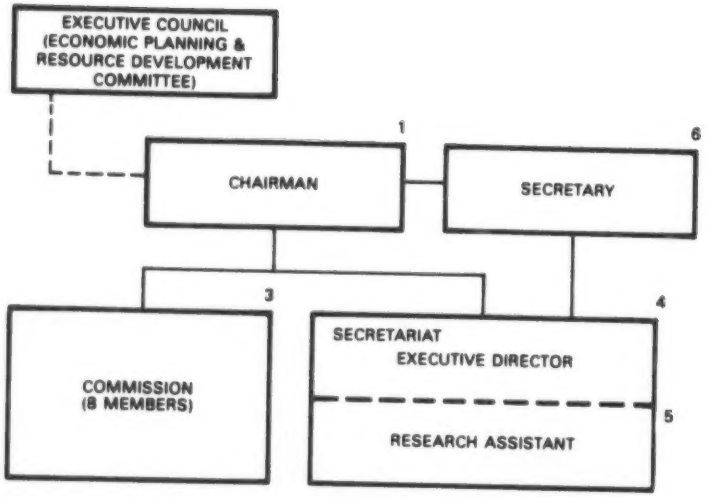
18 GENERAL MANAGER, CORPORATE PLANNING AND COMMUNICATIONS — Responsible for researching, writing and editing instructions issued to branches and agencies, and for mail distribution, word processing and messenger service systems for head office departments.

19 GENERAL MANAGER, FINANCE — Responsible for budgets and forecasts, accounting, office support services and special financial projects, special rate deposits, and administering money market operations.

Alberta

WATER RESOURCES
COMMISSION

JUNE, 1983



1 CHAIRMAN — Responsible for Commission activities related to the terms of reference set down in legislation. Reports to the Economic Planning and Resource Development Committee of Cabinet, maintains liaison with department ministers — public communication. Develops and approves recommendations on water resource policy and projects to Cabinet Committee.

2 ACTING CHAIRMAN — To be appointed by commission members in absence of chairman as required.

3 MEMBERS — Members are made up from private and governmental areas. The private members provide public input and include backgrounds in land use planning, law, water related advisory groups and in agrology. The government members provide a wide range of expertise in water resources, agriculture, economics, rural community planning and governing policy.

4 EXECUTIVE DIRECTOR — Administration services for commission, professional services required in assessment consolidation and development of recommendations for the Chairman — conducts field investigations, monitors intergovernment negotiations. Prepares background for public communications.

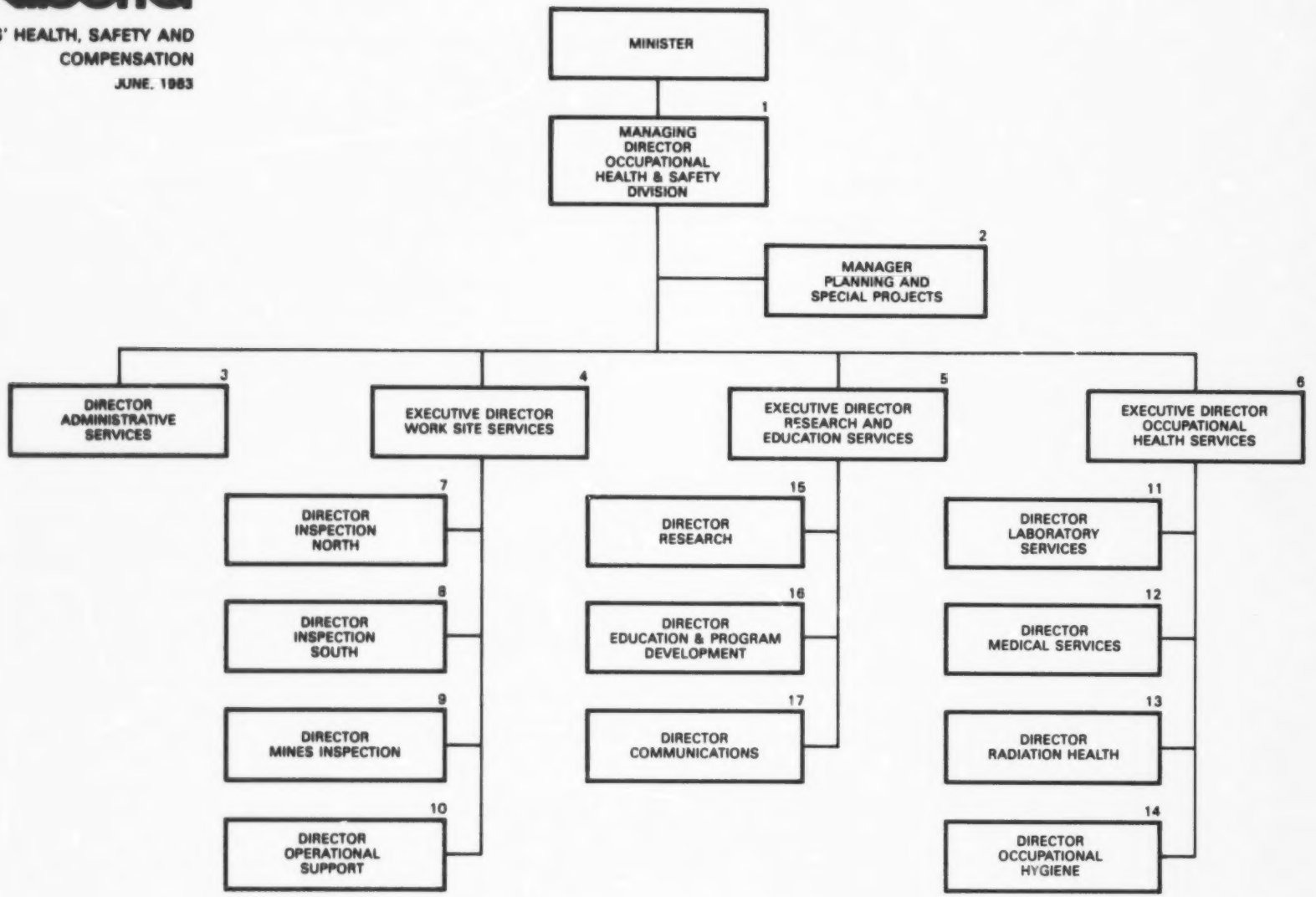
5 RESEARCH ASSISTANT — Conducts investigation and research into water resource planning, drainage, irrigation and soils related factors. Coordinates with engineering and agricultural staff in several departments.

6 SECRETARY — Secretarial and stenographic services for chairman, executive director, and research assistant. General office, telephone, and reception duties. Secretary to commission for meetings and agendas.

Alberta

WORKERS' HEALTH, SAFETY AND COMPENSATION

JUNE, 1983



1 MANAGING DIRECTOR, OCCUPATIONAL HEALTH AND SAFETY DIVISION — Administers a program to prevent injury, ill health and genetic damage resulting from employment in Alberta. Responsible for the administration, coordination and control of all line and staff functions in the Occupational Health and Safety Division.

2 MANAGER, PLANNING AND SPECIAL PROJECTS — Responsible for the coordination of divisional planning, program evaluation and various special projects.

3 DIRECTOR, ADMINISTRATIVE SERVICES — Responsible for overall planning, direction and coordination of financial, administrative and personnel systems.

4 EXECUTIVE DIRECTOR, WORK SITE SERVICES — Responsible for coordination and executive direction of the activities of the Inspection North, Inspection South, Mines Inspection and Operational Support Branches.

5 EXECUTIVE DIRECTOR, RESEARCH AND EDUCATION SERVICES — Responsible for coordination, and executive direction of the activities of the Research, Education and Program Development, and Communication Branches.

6 EXECUTIVE DIRECTOR, OCCUPATIONAL HEALTH SERVICES — Responsible for coordination and executive direction of the Laboratory Services, Medical Services, Radiation Health and Occupational Hygiene Branches.

7 DIRECTOR, INSPECTION NORTH — Responsible for a program of work site inspections, investigations and other services in the northern part of the province to prevent work-related accidents and ensure compliance with the Occupational Health and Safety Act and regulations.

8 DIRECTOR, INSPECTION SOUTH — Responsible for a program of work site inspections, investigations and other services in the southern part of the province to prevent work-related accidents and to ensure compliance with the Occupational Health and Safety Act and regulations.

9 DIRECTOR, MINES INSPECTION — Responsible for a program of work site inspections, investigations and other services in the mining, quarrying and tunnelling industries in support of the Occupational Health and Safety Act and regulations.

10 DIRECTOR, OPERATIONAL SUPPORT — Responsible for the review of service programs, the provision of specialist engineering support to other divisional branches and for the coordination of internal training, data collection, planning, sanctions and regulatory affairs in support of Work Site Services field personnel.

11 DIRECTOR, LABORATORY SERVICES — Responsible for the provision of analytical laboratory services in support of divisional activities.

12 DIRECTOR, MEDICAL SERVICES — Responsible for developing occupational health programs for industry, providing consultation on occupational diseases and emergency treatment, and for the preparation of guidelines for preventive health programs in hazardous occupations.

13 DIRECTOR, RADIATION HEALTH — Responsible for inspection and educational programs to prevent exposure of workers and the public to harmful radiations.

14 DIRECTOR, OCCUPATIONAL HYGIENE — Responsible for a program of inspection, investigation, advice and enforcement of the Occupational Health and Safety Act respecting existing or potential health hazards associated with work environments and work practices.

15 DIRECTOR, RESEARCH — Responsible for coordinating research and statistical activities, data processing and library services, and administration of the Occupational Health and Safety Heritage Grant program.

16 DIRECTOR, EDUCATION AND PROGRAM DEVELOPMENT — Responsible for coordination, development and delivery of educational programs to train and educate employers and workers in the adoption of safe and healthful work practices.

17 DIRECTOR, COMMUNICATIONS — Responsible for coordinating media relations, planning and coordinating public affairs and general promotional activities, and producing and coordinating promotional and informational materials, on behalf of the division's programs.